Australian National University

Work Health and Safety Reporting

User Manual

Version 1.0

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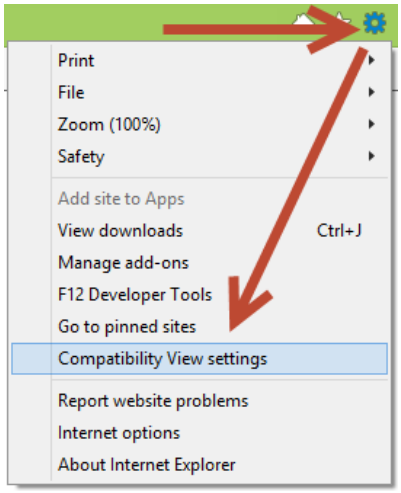
1 WHS REPORTING IN ANU INSIGHT

Work Health and Safety (WHS) Reporting in ANU Insight includes a set of dashboards and reports based on key WHS-related measures and statistics for managing and enhancing the University's work environment. In particular, WHS Reporting contains:

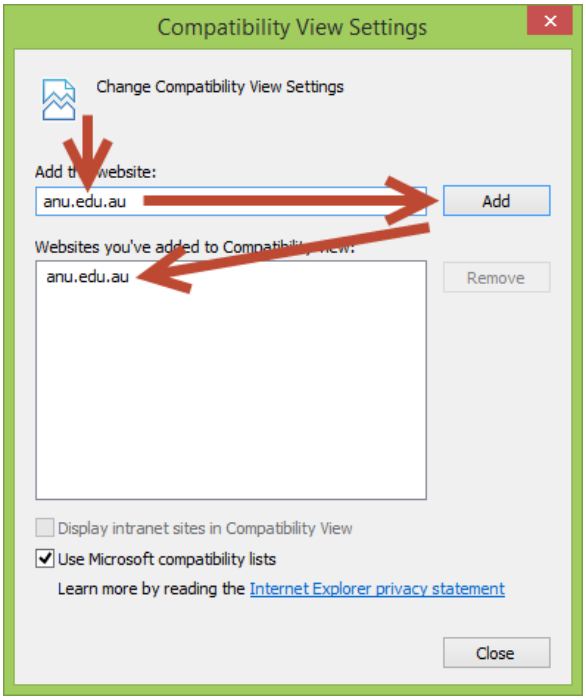
- a set of graphical dashboards, summary reports (aggregate level) and detail reports (record level with full incident, claim and personal details) that provide users with key WHS indicators and statistics for one or more given years and areas.
- several exception reports that help approved users identify data and process issues associated with incidents and claims reporting and management.

2 ACCESSING ANU INSIGHT

IMPORTANT: When using Internet Explorer, please ensure that Compatibility View is turned ON. To do so:



And add anu.edu.au to the list:



2.1 Accessing WHS Reporting in ANU Insight

To obtain access to WHS reporting in ANU Insight, you need to complete the user access request form and email the form to insight@anu.edu.au. The user access request form can be downloaded from the access page.

Further information for accessing ANU Insight can also be found on the access page. Access arrangements for this system are undertaken in accordance with the University's Privacy Policy.

2.2 Cross-Browser Compatibility

Because of the cross-browser compatibility issues caused by some of the ANU Insight system components, the WHS dashboards and reports are best viewed in the latest version of Internet Explorer with compatibility view turned on for anu.edu.au. Other Internet browsers, such as Chrome and Firefox, may be used but you may encounter some formatting issues (e.g. crosstab column header formatting).

2.3 Logging into ANU Insight

The WHS Report is accessed the ANU Insight:

https://insight.anu.edu.au

Single sign-on has been enabled so most users will be automatically directed to the portal page without the need to provide login credentials when using ANU computers.

***Hint**: The single sign-on may not work and an error message may appear if you have signed into other ANU enterprise systems (e.g. HRMS) or local intranet with a different domain to UDS (e.g. CBE\u1234567 instead of UDS\u1234567) using the same browser session. Please sign out and close all browser windows to clear existing credentials, open a new browser window and then visit https://insight.anu.edu.au again.*

A small number of users may be prompted to enter a username and password because of their network configurations or the browser they are using. If you are one of the few users affected, please log in with your UDS/HORUS user ID and password in the following format:

User Name:	**UDS**User ID *(e.g. UDS\u1234567)*
Password:	your UDS or HORUS password

***Hint**: Use a backslash between "UDS" and "u1234567" instead of a forward slash.*

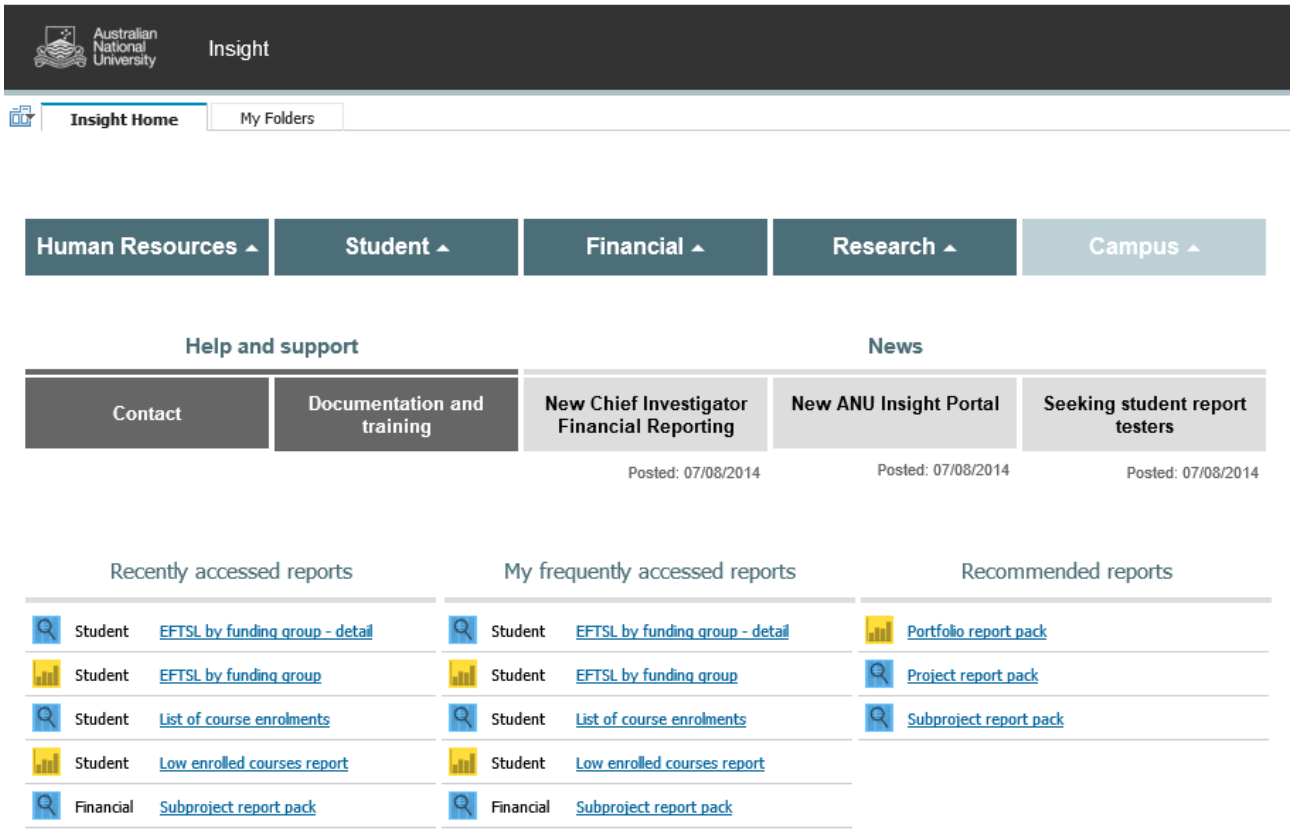
Instructions on how to do this can be found here How to log into ANU Insight or if you are experiencing issues please contact the ANU Insight team on team on:

Email: insight@anu.edu.au
Phone: +61 2 6125 8649

3 NAVIGATING TO THE REPORT

3.1 The Insight Homepage

When you first access ANU Insight, you will be directed to the portal home page:



The portal is available and has been tested on Mac, PC and mobile devices and for different versions of various web browsers. However, if you experience any issues in terms of how the portal renders or functions, please contact us on insight@anu.edu.au. For a full list of supported web browsers, please refer to the frequently asked questions at FAQ ANU Insight.

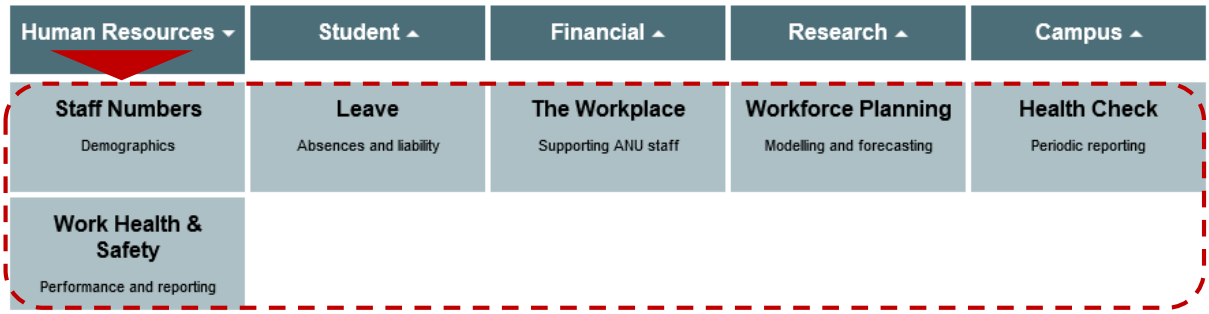
Detailed information on how to navigate all the functionalities available to ANU Insight users is available at http://unistats.anu.edu.au/anu-insight/.

3.2 Navigating to the WHS Report

The navigation menu shown below is how you navigate to report content.

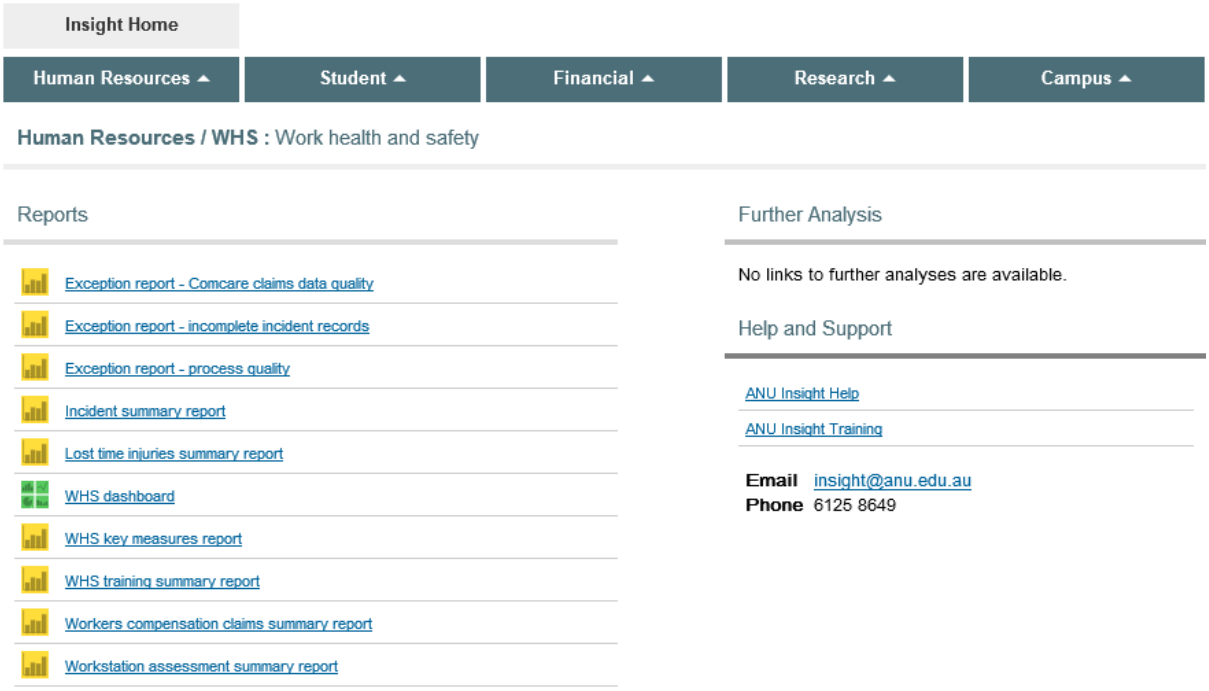
To access the WHS Report first *left click once* on the Human Resources menu header on the navigation menu:

This would open and display the Human Resources submenu:



The WHS Report can be found on the Work Health & Safety page. *Left click once* on the submenu item called Work Health & Safety:

This would take you to the Work Health & Safety page:



3.3 Initiating the Report

A list of WHS reports can be seen on the left hand side of the screen:

Reports
Exception report - Comcare claims data quality
Exception report - incomplete incident records
Exception report - process quality
Incident summary report
Lost time injuries summary report
WHS dashboard
WHS key measures report
WHS training summary report
Workers compensation claims summary report
Workstation assessment summary report

If you see that the name of a report ends with “(Secured)” and that the report is not clickable, it means that you do not have access to the report.

To initiate one of the reports, *left click once* on the report name.

4 RUNNING THE REPORT: PART 1

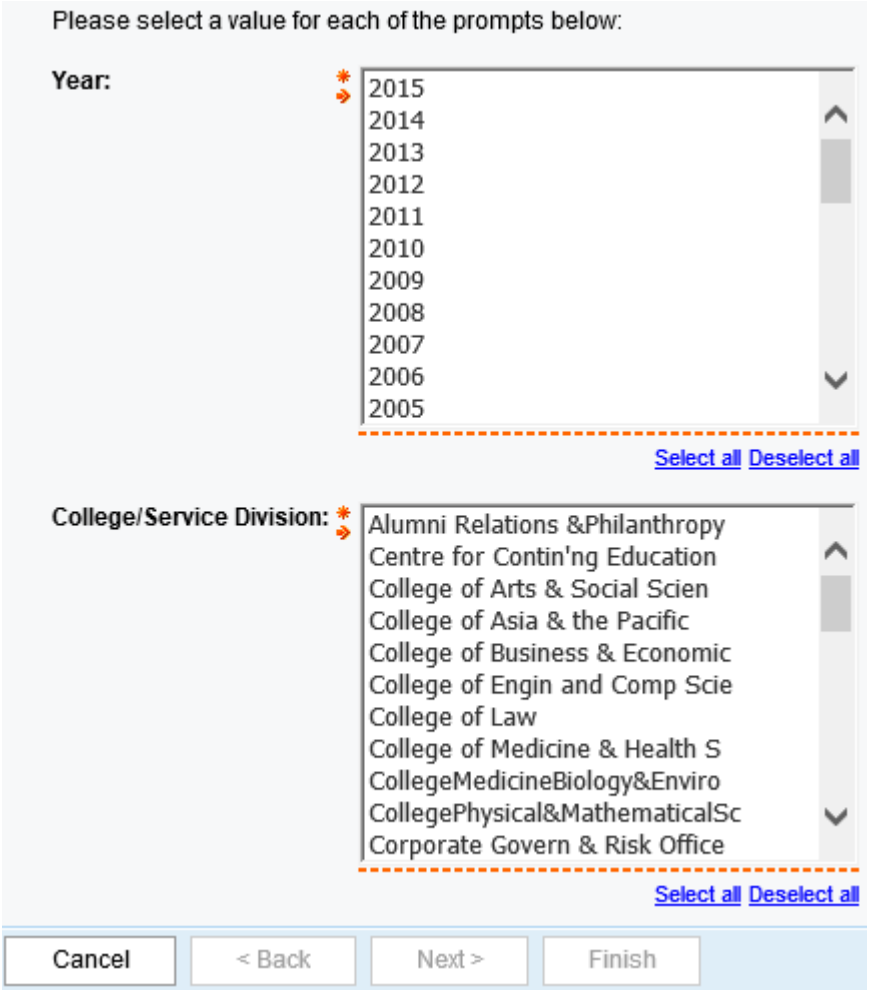
This section applies to the following reports:

- Incident Summary Report
- Lost Time Injuries Summary Report
- WHS Key Measures Report
- WHS Training Summary Report
- Workers Compensation Claims Summary Report

For instructions for running other reports not found in the list above, please refer to *Running the Report: Part 2*, *Running the Exception Reports* and *Running the Dashboard*.

4.1 The Prompt Page

The first thing you will see after initiating the report is the prompt page of the selected report. The prompt page will look similar to the following:



The prompt page is designed to allow you to specify the year(s) and area(s) for running the selected WHS report.

4.1.1 Step 1: Selecting Year(s)

This is a compulsory step.

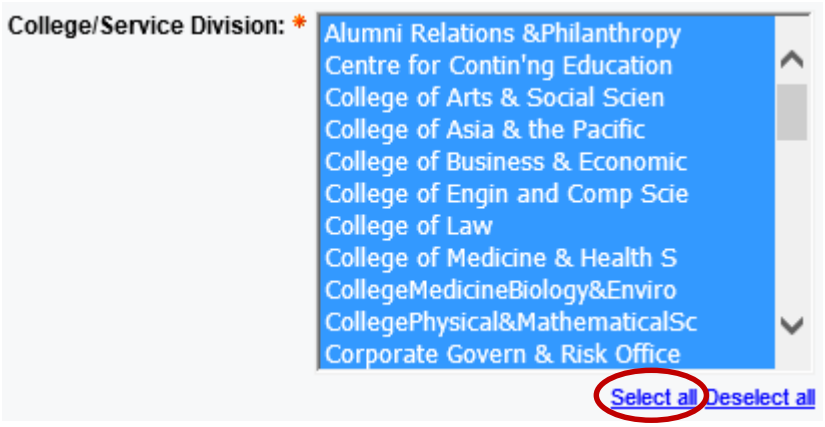
The report can be run for one or more calendar years. To run the report for just one year, *left click once* on the preferred year in the Year list box:

To run the report for more than one year, press *Ctrl* (PC) or *Command* (Mac) on your keyboard and *left click once* on each of the preferred years. If you are selecting a consecutive number of years, press *Shift* on your keyboard and *left click once* on the starting year (ending year), then *left click once* on the ending year (starting year). You do not need to press *Ctrl* (PC), *Command* (Mac) or *Shift* while scrolling:

4.1.2 Step 2: Selecting Area(s)

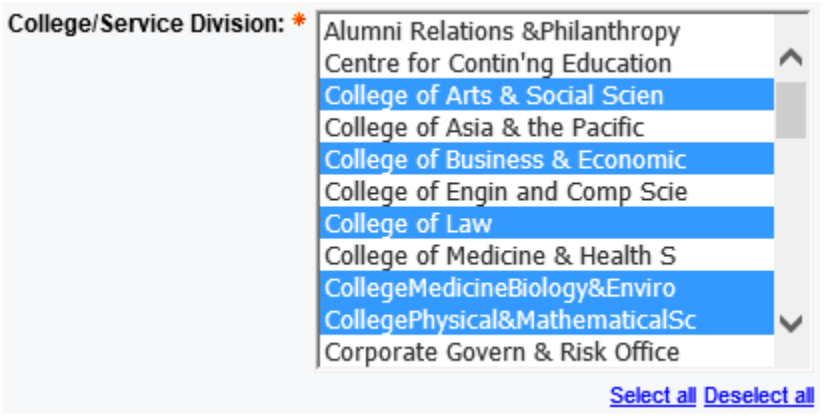
This is a compulsory step.

The report can be run for one or more college(s)/services division(s), depending on the access level you have been granted. To run the report for all colleges and service divisions, *left click once* the 'Select all' link at the bottom of the College/Service Division list box:



To run the report for one college/service division, *left click once* the preferred college/service division.

To run the report for multiple colleges/service divisions, press *Ctrl* (PC) or *Command* (Mac) on your keyboard and then *left click once* on each of the preferred colleges/service divisions. If you are selecting a consecutive number of colleges/service divisions, press *Shift* on your keyboard and *left click once* on the starting college/service division (ending college/service division), then *left click once* on the ending college/service division (starting college/service division). You do not need to press *Ctrl* (PC), *Command* (Mac) or *Shift* while scrolling:

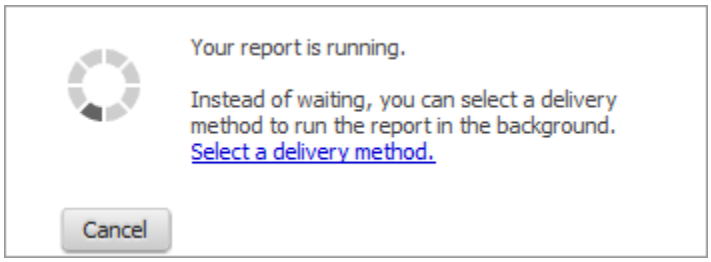


4.1.3 Step 3: Finishing

When all required options have been selected, you can *left click once* the Finish button at the bottom of the prompt page to run the report.

IMPORTANT: The Finish button [Finish] must be pressed before a report can be run. The Finish button will remain greyed out until all required prompts have valid values selected.

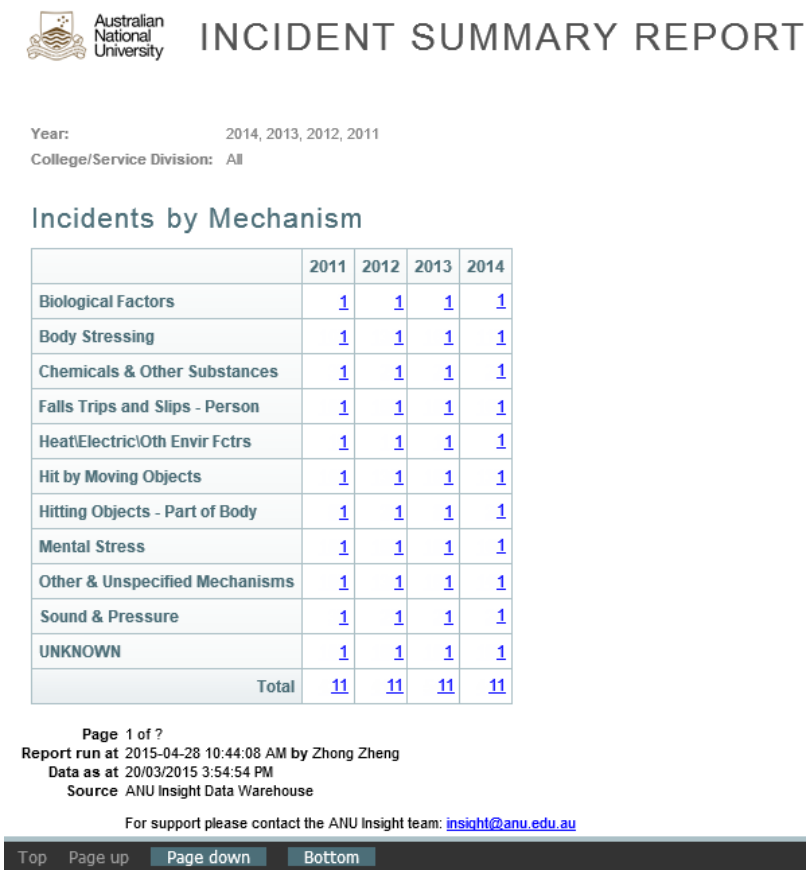
After clicking the Finish button, you may see a dialogue like this:


Your report is running.
Instead of waiting, you can select a delivery method to run the report in the background.
Select a delivery method.
Cancel

When ANU Insight has processed your report, the dialogue will disappear and the report will be displayed.

4.2 The Report Page

The summary report will look similar to the following:



Australian National University

INCIDENT SUMMARY REPORT

Year: 2014, 2013, 2012, 2011
College/Service Division: All

Incidents by Mechanism

	2011	2012	2013	2014
Biological Factors	1	1	1	1
Body Stressing	1	1	1	1
Chemicals & Other Substances	1	1	1	1
Falls Trips and Slips - Person	1	1	1	1
Heat\Electric\Oth Envir Fctrs	1	1	1	1
Hit by Moving Objects	1	1	1	1
Hitting Objects - Part of Body	1	1	1	1
Mental Stress	1	1	1	1
Other & Unspecified Mechanisms	1	1	1	1
Sound & Pressure	1	1	1	1
UNKNOWN	1	1	1	1
Total	11	11	11	11

Page 1 of ?
Report run at 2015-04-28 10:44:08 AM by Zhong Zheng
Data as at 20/03/2015 3:54:54 PM
Source ANU Insight Data Warehouse

For support please contact the ANU Insight team: insight@anu.edu.au

Top Page up Page down Bottom

Note: Mock-up data used.

For the example above, the table shows the number of incidents by mechanism of injury and by year, as suggested by the table title:

Please note that a summary report may have more than one page, because of the way it is designed and organised. To navigate through different pages of the summary report, *left click once* on the navigation buttons at the bottom left corner of the browser window:

Top	takes you to the first page of the report
Page up	allows you to scroll up to the previous page
Page down	allows you to scroll down to the next page
Bottom	takes you to the last page of the report

Greyed-out 'Top' and 'Page up' buttons imply that you are already at the first page of the report, while greyed-out 'Bottom' and 'Page down' buttons imply that you are already at the last page of the report.

For example, in the Incident Summary Report, the first page displays the Incidents by Mechanism table, while the second page displays the Incident by Type table, which is followed by other tables on subsequent pages.

4.3 Drilling Through to a Detail Report

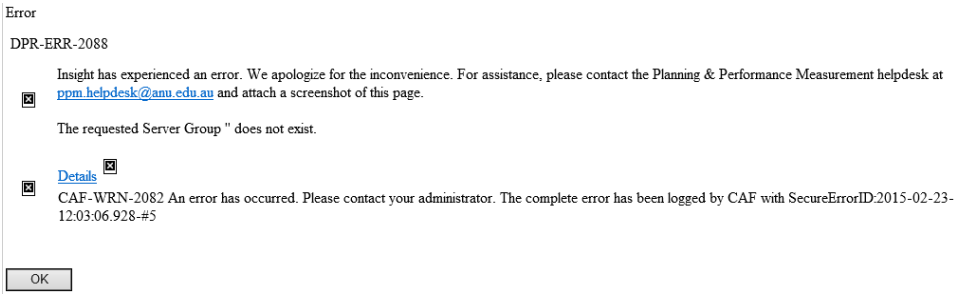
Detail reports provide full claims, incident and personal details, therefore drilling through from summary reports to detail reports requires authorisation from the Human Resources Division. Your ability to drill through is determined and authorised by the Work Environment Group by considering the information you provide in your Access Request Form.

Whenever you see underlined blue words and numbers in WHS Reporting that look like a hyperlink, it means that these words and numbers are clickable and they will take you to a detail report that shows information at record level. This is referred to as 'drill-through':

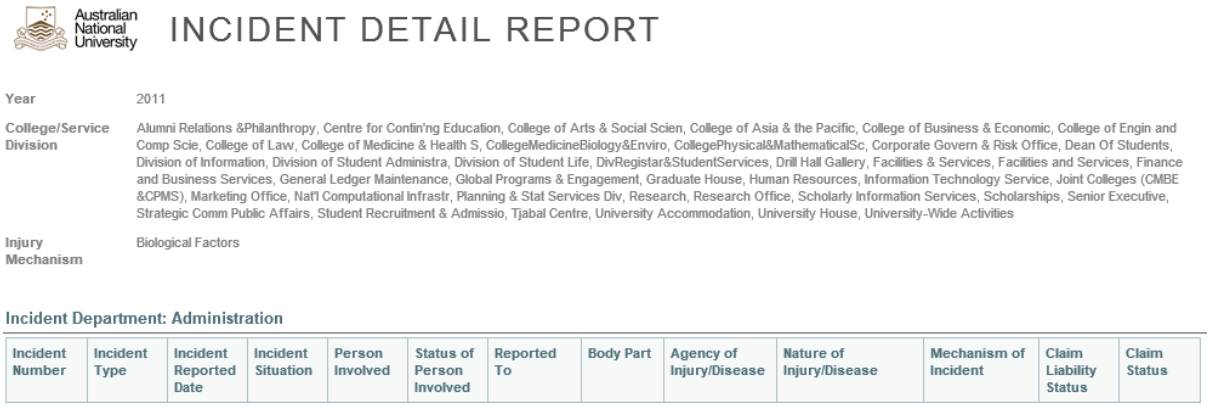
	2011	2012	2013	2014
Biological Factors	1	1	1	1
Body Stressing	1	1	1	1

Note: Mock-up data used.

If you are not authorised to drill through, you will encounter an error message when a drill-through link is clicked (example shown below).

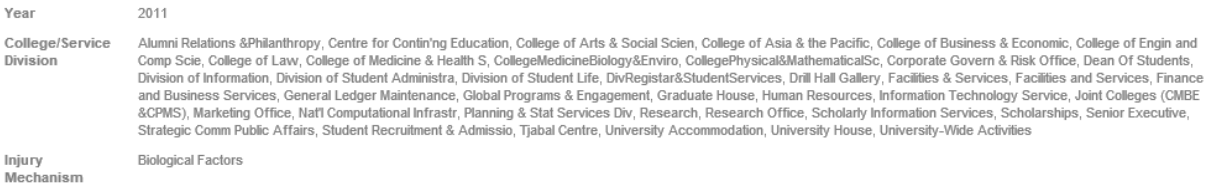

Error
DPR-ERR-2088
Insight has experienced an error. We apologize for the inconvenience. For assistance, please contact the Planning & Performance Measurement helpdesk at ppm.helpdesk@anu.edu.au and attach a screenshot of this page.
The requested Server Group " does not exist.
Details
CAF-WRN-2082 An error has occurred. Please contact your administrator. The complete error has been logged by CAF with SecureErrorID:2015-02-23-12:03:06.928-#5
OK

When a drill-through link is clicked, you will be taken to the detail report. In this example, an Incident Detail Report is produced:


Australian National University
INCIDENT DETAIL REPORT
Year
2011
College/Service Division
Alumni Relations &Philanthropy, Centre for Contin'ng Education, College of Arts & Social Scien, College of Asia & the Pacific, College of Business & Economic, College of Engin and Comp Scie, College of Law, College of Medicine & Health S, CollegeMedicineBiology&Enviro, CollegePhysical&MathematicalSc, Corporate Govern & Risk Office, Dean Of Students, Division of Information, Division of Student Administra, Division of Student Life, DivRegistar&StudentServices, Drill Hall Gallery, Facilities & Services, Facilities and Services, Finance and Business Services, General Ledger Maintenance, Global Programs & Engagement, Graduate House, Human Resources, Information Technology Service, Joint Colleges (CMBE &CPMS), Marketing Office, Nat'l Computational Infrastr, Planning & Stat Services Div, Research, Research Office, Scholarly Information Services, Scholarships, Senior Executive, Strategic Comm Public Affairs, Student Recruitment & Admissio, Tjabal Centre, University Accommodation, University House, University-Wide Activities
Injury Mechanism
Biological Factors
Incident Department: Administration
Incident Number
Incident Type
Incident Reported Date
Incident Situation
Person Involved
Status of Person Involved
Reported To
Body Part
Agency of Injury/Disease
Nature of Injury/Disease
Mechanism of Incident
Claim Liability Status
Claim Status

4.3.1 The Filter Information Section

The filter information section shows details of the filters applied. For example:


Year
2011
College/Service Division
Alumni Relations &Philanthropy, Centre for Contin'ng Education, College of Arts & Social Scien, College of Asia & the Pacific, College of Business & Economic, College of Engin and Comp Scie, College of Law, College of Medicine & Health S, CollegeMedicineBiology&Enviro, CollegePhysical&MathematicalSc, Corporate Govern & Risk Office, Dean Of Students, Division of Information, Division of Student Administra, Division of Student Life, DivRegistar&StudentServices, Drill Hall Gallery, Facilities & Services, Facilities and Services, Finance and Business Services, General Ledger Maintenance, Global Programs & Engagement, Graduate House, Human Resources, Information Technology Service, Joint Colleges (CMBE &CPMS), Marketing Office, Nat'l Computational Infrastr, Planning & Stat Services Div, Research, Research Office, Scholarly Information Services, Scholarships, Senior Executive, Strategic Comm Public Affairs, Student Recruitment & Admissio, Tjabal Centre, University Accommodation, University House, University-Wide Activities
Injury Mechanism
Biological Factors

4.3.2 The Data Records Section

The data records section shows detailed information of the filtered incidents:

Incident Department: Administration

Incident Number	Incident Type	Incident Reported Date	Incident Situation	Person Involved	Status of Person Involved	Reported To	Body Part	Agency of Injury/Disease	Nature of Injury/Disease	Mechanism of Incident	Claim Liability Status	Claim Status
00123456	Injury	11/12/2013	Work - usual workplace	John Smith	Staff	Jane Smith	Fingers	Materials & Substances	SKIN/SUBCUTANEOUS TISSUE DIS	Biological Factors	Accepted	Closed

Note: Mock-up data used.

The detail report may have more than one page. You can use the same logic as you would for the summary report to navigate through the detail report.

To run the same report again using different options, please see the *Running the Same Report with Different Options* (page 32).

5 RUNNING THE REPORT: PART 2

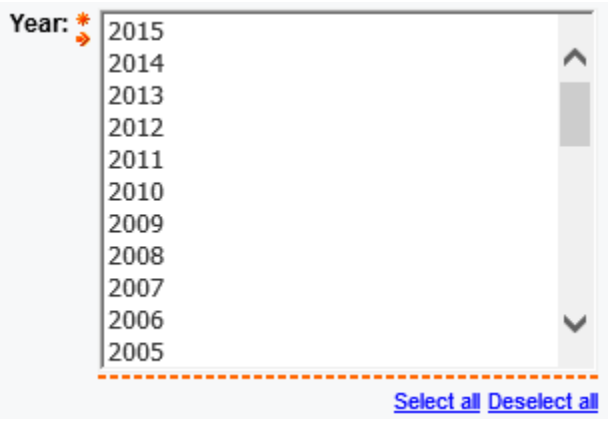
This section applies to the following report(s):

- Workstation Assessment Summary Report

For instructions for running other reports not found in the list above, please refer to *Running the Report: Part 1*, *Running the Exception Reports* and *Running the Dashboard*.

5.1 The Prompt Page

At present, running the Workstation Assessment Summary Report only requires the specification of year(s):



This is a compulsory step.

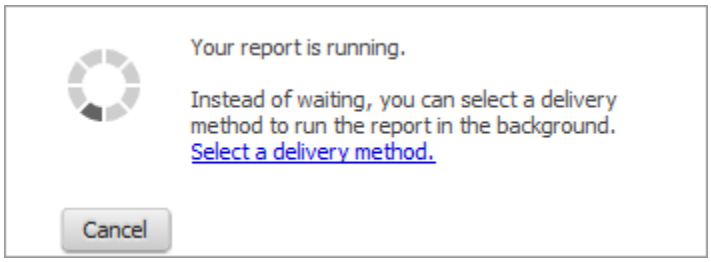
To run the report for just one year, *left click once* on the preferred year in the Year list box:

To run the report for more than one year, press *Ctrl* (PC) or *Command* (Mac) on your keyboard and then *left click once* on each of the preferred years. If you are selecting a consecutive number of years, press *Shift* on your keyboard and *left click once* on the starting year (ending year), then *left click once* on the ending year (starting year). You do not need to press *Ctrl* (PC), *Command* (Mac) or *Shift* while scrolling.

When all required options have been selected, you can *left click once* the Finish button at the bottom of the prompt page to run the report.

IMPORTANT: The Finish button [Finish] must be pressed before a report can be run. The Finish button will remain greyed out until all required prompts have valid values selected.

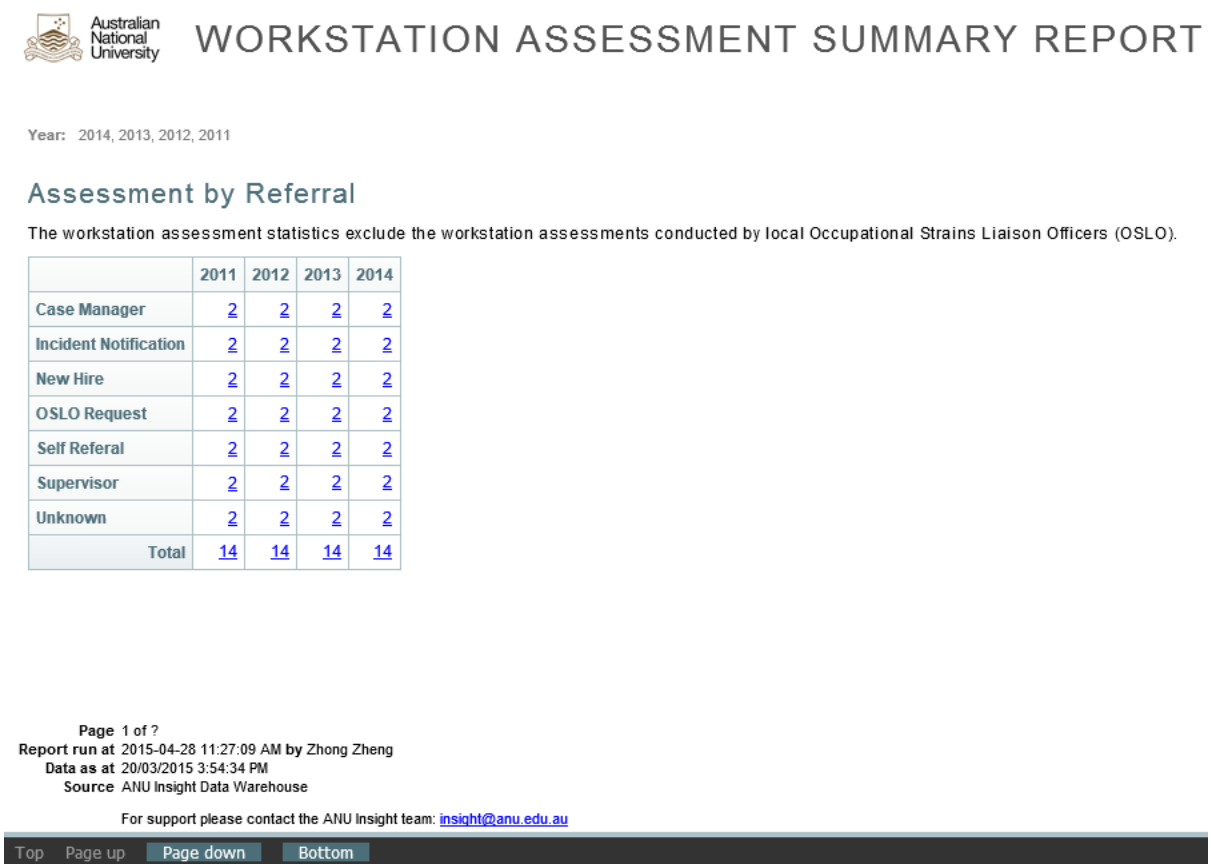
After clicking the Finish button, you may see a dialogue like this:


Your report is running.
Instead of waiting, you can select a delivery method to run the report in the background.
Select a delivery method.
Cancel

When ANU Insight has processed your report, the dialogue will disappear and the summary report will be displayed.

5.2 The Report Page

The summary report will look like the following:


Australian National University
WORKSTATION ASSESSMENT SUMMARY REPORT
Year: 2014, 2013, 2012, 2011
Assessment by Referral
The workstation assessment statistics exclude the workstation assessments conducted by local Occupational Strains Liaison Officers (OSLO).
2011 2012 2013 2014
Case Manager 2 2 2 2
Incident Notification 2 2 2 2
New Hire 2 2 2 2
OSLO Request 2 2 2 2
Self Referal 2 2 2 2
Supervisor 2 2 2 2
Unknown 2 2 2 2
Total 14 14 14 14
Page 1 of ?
Report run at 2015-04-28 11:27:09 AM by Zhong Zheng
Data as at 20/03/2015 3:54:34 PM
Source ANU Insight Data Warehouse
For support please contact the ANU Insight team: insight@anu.edu.au
Top Page up Page down Bottom

Note: Mock-up data used.

For the example above, the table shows the number of workstation assessment by type of referral, as suggested by the table title:

Please note that a summary report may have more than one page, because of the way it is designed and organised. To navigate through different pages of the summary report, *left click once* on the navigation buttons at the bottom left corner of the browser window:

Top	takes you to the first page of the report
Page up	allows you to scroll up to the previous page
Page down	allows you to scroll down to the next page
Bottom	takes you to the last page of the report

Greyed-out 'Top' and 'Page up' buttons imply that you are already at the first page of the report, while greyed-out 'Bottom' and 'Page down' buttons imply that you are already at the last page of the report.

For example, in the Workstation Assessment Summary Report, the first page displays the Assessment by Referral table, while the second page displays the Assessment by Risk table, which is followed by other tables on subsequent pages.

5.3 Drilling Through to a Detail Report

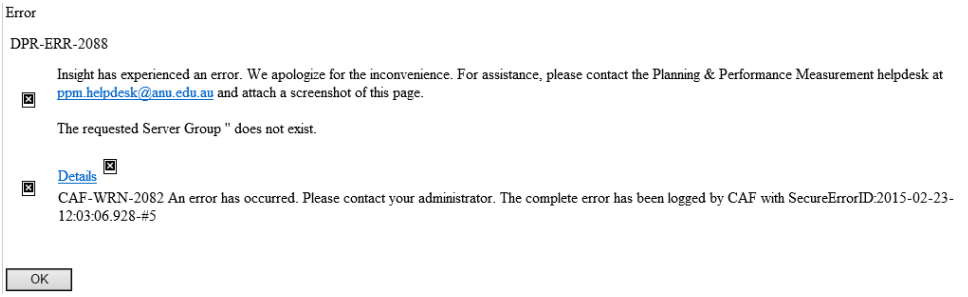
Detail reports provide full claims, incident and personal details, therefore drilling through from summary reports to detail reports requires authorisation from the Human Resources Division. Your ability to drill through is determined and authorised by the Work Environment Group by considering the information you provide in your Access Request Form.

Whenever you see underlined blue words and numbers in WHS Reporting that look like a hyperlink, it means that these words and numbers are clickable and they will take you to a detail report that shows information at record level. This is referred to as 'drill-through':

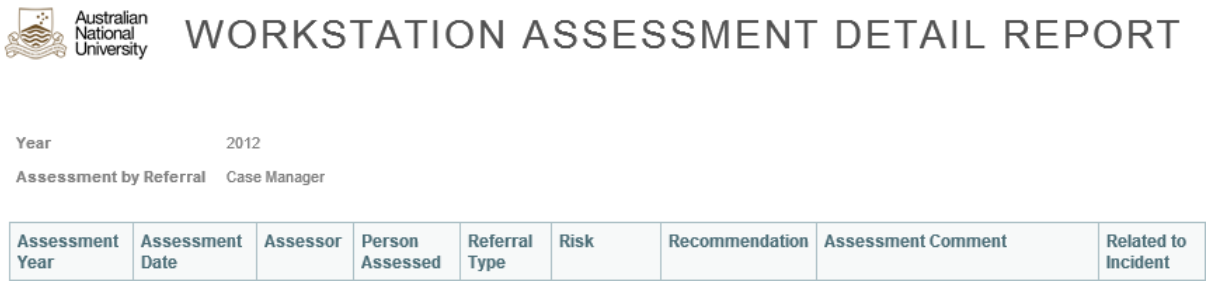
	2011	2012	2013	2014
Case Manager	2	2	2	2
Incident Notification	2	2	2	2
New Hire	2	2	2	2

Note: Mock-up data used.

If you are not authorised to drill through, you will encounter an error message when a drill-through link is clicked (example shown below).

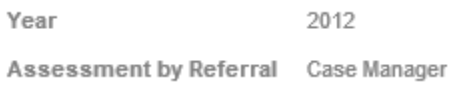

Error
DPR-ERR-2088
Insight has experienced an error. We apologize for the inconvenience. For assistance, please contact the Planning & Performance Measurement helpdesk at ppm.helpdesk@anu.edu.au and attach a screenshot of this page.
The requested Server Group " does not exist.
Details
CAF-WRN-2082 An error has occurred. Please contact your administrator. The complete error has been logged by CAF with SecureErrorID:2015-02-23-12:03:06.928-#5
OK

When a drill-through link is clicked, you will be taken to the detail report. In this example, a Workstation Assessment Detail Report is produced:



5.3.1 The Filter Information Section

The filter information section shows details of the filters applied. For example:



5.3.2 The Data Records Section

The data records section shows detailed information of the filtered workstation assessment records:

Assessment Year	Assessment Date	Assessor	Person Assessed	Referral Type	Risk	Recommendation	Assessment Comment	Related to Incident
2012	25/12/2012	Jane Citizen	John Smith	Case Manager	Desk	Replace	Lower back condition since Nov 2011. Disc prolapse with nerve impingement L4/L5. Radiation down right leg. Main issue: implement a sit-stand desk to ensure posture can be varied	00202020

Note: Mock-up data used.

The detail report may have more than one page. You can use the same logic as you would for the summary report to navigate through the detail report.

To run the same report again using different options, please see the *Running the Same Report with Different Options* (page 32).

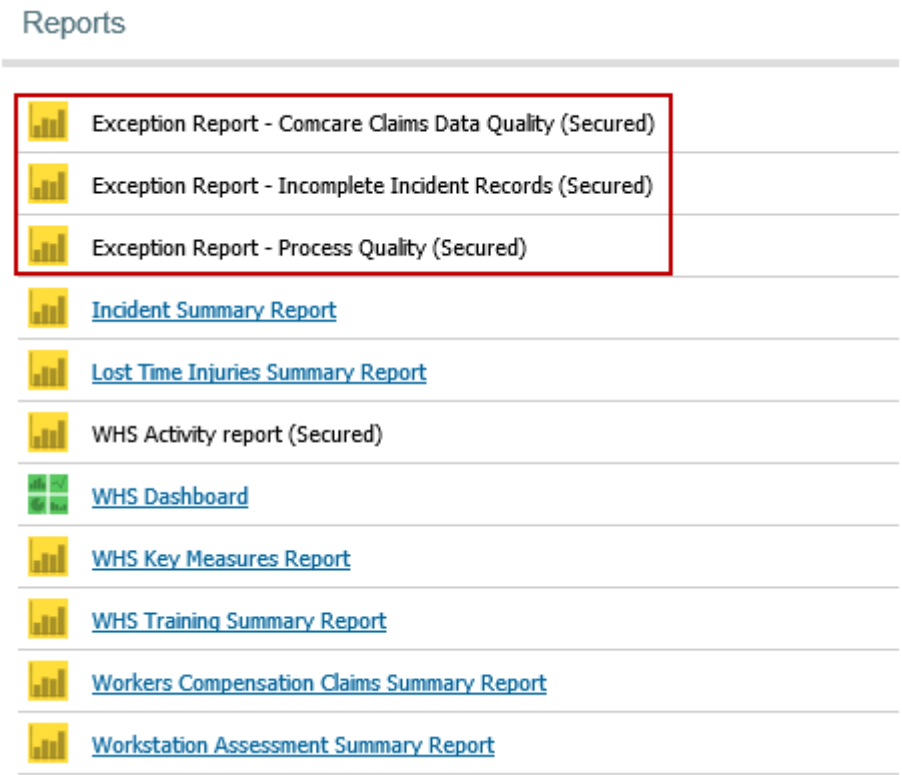
6 RUNNING THE EXCEPTION REPORTS

This section applies to the following reports:

- Exception Report - Comcare Claims Data Quality
- Exception Report - Process Quality

For instructions for running other reports not found in the list above, please refer to *Running the Report: Part 1*, *Running the Report: Part 2* and *Running the Dashboard*.

Exception reports require additional authorisation. If you are not authorised to run exception reports, these reports will appear non-clickable in the list of reports and they will be marked as “(Secured)”.

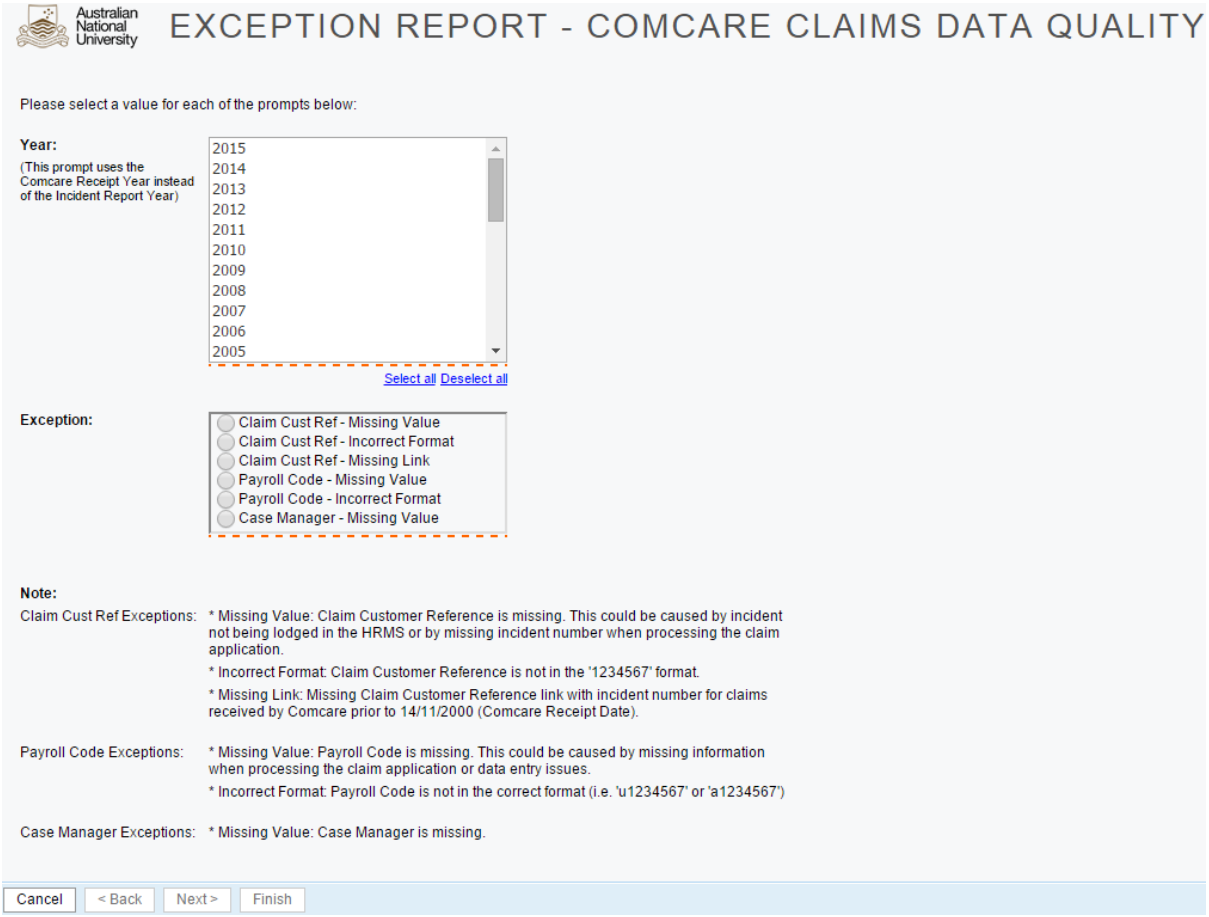

Reports
Exception Report - Comcare Claims Data Quality (Secured)
Exception Report - Incomplete Incident Records (Secured)
Exception Report - Process Quality (Secured)
Incident Summary Report
Lost Time Injuries Summary Report
WHS Activity report (Secured)
WHS Dashboard
WHS Key Measures Report
WHS Training Summary Report
Workers Compensation Claims Summary Report
Workstation Assessment Summary Report

If you are authorised to run exception reports, *left click once* on one of the reports and you will be taken to the prompt page.

6.1 Exception Report – Comcare Claims Data Quality

6.1.1 The Prompt Page

The Exception Report - Comcare Claims Data Quality prompt page looks like the following.


Australian National University
EXCEPTION REPORT - COMCARE CLAIMS DATA QUALITY
Please select a value for each of the prompts below:
Year:
(This prompt uses the Comcare Receipt Year instead of the Incident Report Year)
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
Select all Deselect all
Exception:
Claim Cust Ref - Missing Value
Claim Cust Ref - Incorrect Format
Claim Cust Ref - Missing Link
Payroll Code - Missing Value
Payroll Code - Incorrect Format
Case Manager - Missing Value
Note:
Claim Cust Ref Exceptions: * Missing Value: Claim Customer Reference is missing. This could be caused by incident not being lodged in the HRMS or by missing incident number when processing the claim application.
* Incorrect Format: Claim Customer Reference is not in the '1234567' format.
* Missing Link: Missing Claim Customer Reference link with incident number for claims received by Comcare prior to 14/11/2000 (Comcare Receipt Date).
Payroll Code Exceptions: * Missing Value: Payroll Code is missing. This could be caused by missing information when processing the claim application or data entry issues.
* Incorrect Format: Payroll Code is not in the correct format (i.e. 'u1234567' or 'a1234567')
Case Manager Exceptions: * Missing Value: Case Manager is missing.
Cancel
< Back
Next >
Finish

6.1.1.1 Step 1: Selecting the Year

This is a compulsory step.

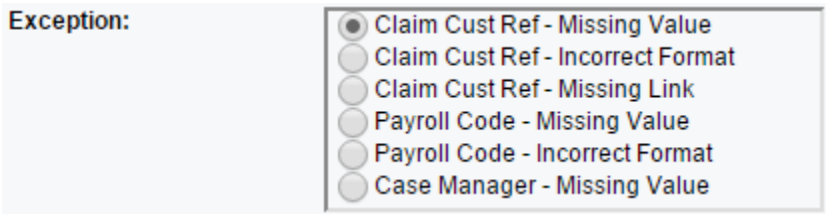
To run the report for just one year, *left click once* on the preferred year in the Year list box:

To run the report for more than one year, press *Ctrl* (PC) or *Command* (Mac) on your keyboard and then *left click once* on each of the preferred years. If you are selecting a consecutive number of years, press *Shift* on your keyboard and *left click once* on the starting year (ending year), then *left click once* on the ending year (starting year). You do not need to press *Ctrl* (PC), *Command* (Mac) or *Shift* while scrolling.

6.1.1.2 Step 2: Selecting the Exception Type

This is a compulsory step.

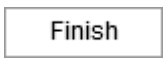
To select an exception type, *left click once* on one of the radio buttons or exception type titles.


Exception:
Claim Cust Ref - Missing Value
Claim Cust Ref - Incorrect Format
Claim Cust Ref - Missing Link
Payroll Code - Missing Value
Payroll Code - Incorrect Format
Case Manager - Missing Value

Each of the exception types are explained below.

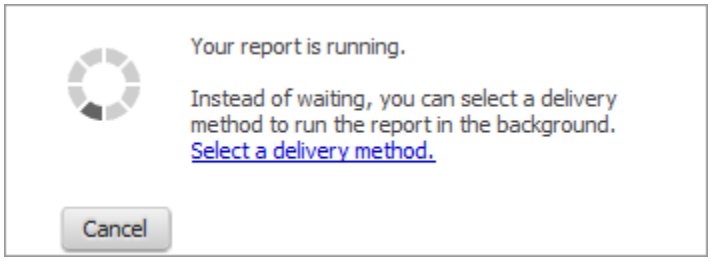
- *Claim Cust Ref - Missing Value*: Claim Customer Reference is missing. This could be caused by incident not being lodged in the HRMS or by missing incident number when processing the claim application.
- *Claim Cust Ref - Incorrect Format*: Claim Customer Reference is not in the '1234567' format.
- *Claim Cust Ref - Missing Link*: Missing Claim Customer Reference link with incident number for claims received by Comcare prior to 14/11/2000 (Comcare Receipt Date).
- *Payroll Code - Missing Value*: Payroll Code is missing. This could be caused by missing information when processing the claim application or data entry issues.
- *Payroll Code - Incorrect Format*: Payroll Code is not in the correct format (i.e. 'u1234567' or 'a1234567').
- *Case Manager – Missing Value*: Shows Comcare records that do not have an ANU Case Manager.

When all required options have been selected, you can *left click once* the Finish button at the bottom of the prompt page to run the report.

IMPORTANT: The Finish button 

must be pressed before a report can be run. The Finish button will remain greyed out until all required prompts have valid values selected.

After clicking the Finish button, you may see a dialogue like this:


Your report is running.
Instead of waiting, you can select a delivery method to run the report in the background.
Select a delivery method.
Cancel

When ANU Insight has processed your report, the dialogue will disappear and the summary report will be displayed.

6.1.2 The Report Page

The detail report will look like the following:

The filter information section shows details of the filters applied. For example:

The data records section shows detailed information of the filtered records:

Comcare Employee Number	Surname	Given Names	Date of Injury	Comcare Receipt Date	Liability Status	Decision Date	Claim Status	Status Date	Liable Cost Centre Name	Payroll Cost Centre Name	Case Manager	Claim Manager	Claim Lodged with Employer	Nature of Injury	Occupation	Mechanism of Injury	Duty Status	Claim Cust Reference	Payroll Code
1234567	Smith	John	25/12/2010	25/12/2010	U		O	25/12/2010	R00 Admin	R00 Admin	Jane Citizen	John Citizen	25/12/2010	Body Stressing	Program or Project Administrator	Body Stressing	A		u1234567

Note: Mock-up data used.

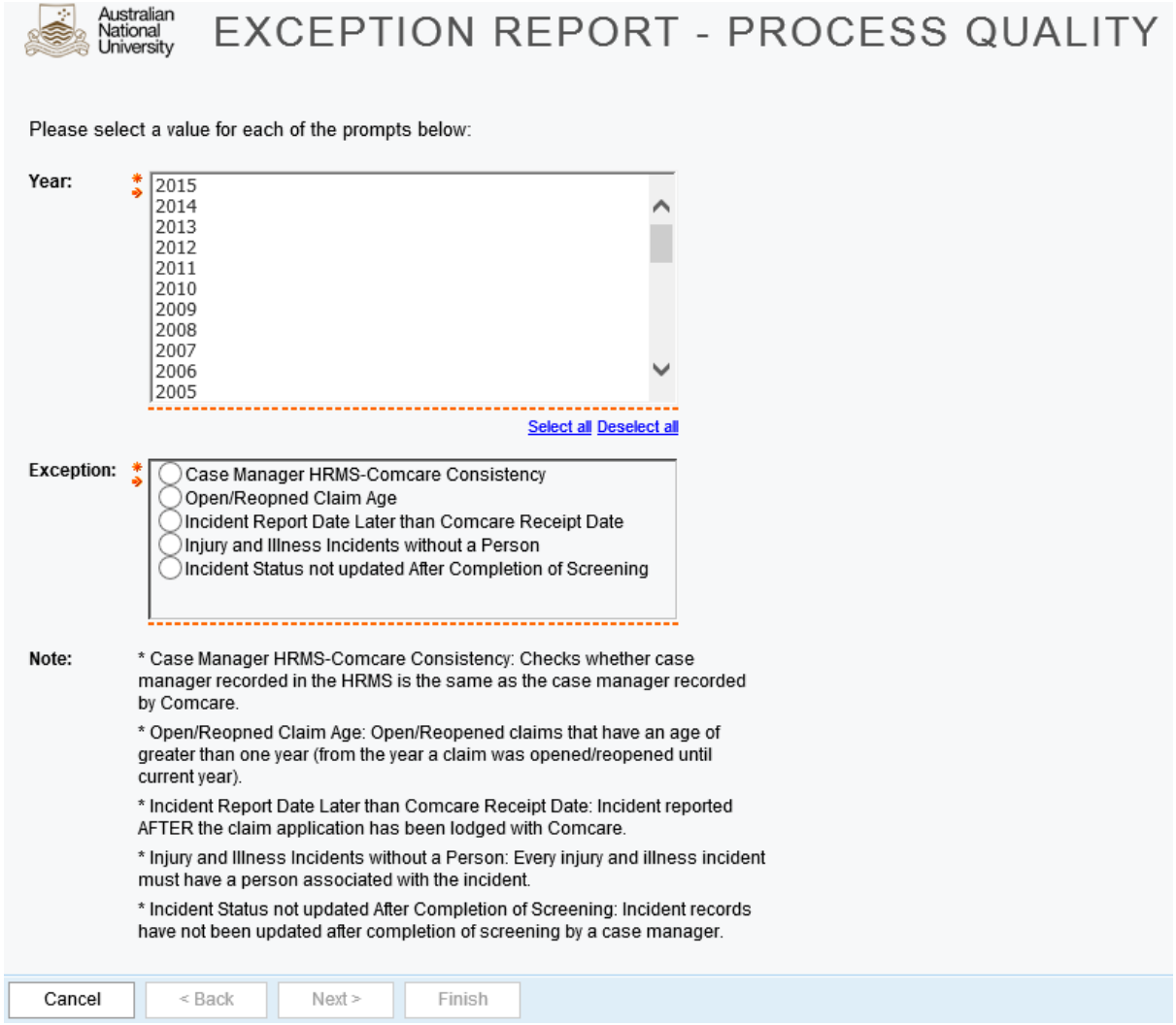
The detail report may have more than one page. You can use the same logic as you would for the summary report to navigate through the detail report. Moreover, due to the amount of information that a Comcare record could have, you may need to scroll horizontally to see all the data columns.

To run the same report again using different options, please see the *Running the Same Report with Different Options* (page 32).

6.2 Exception Report – Process Quality

6.2.1 The Prompt Page

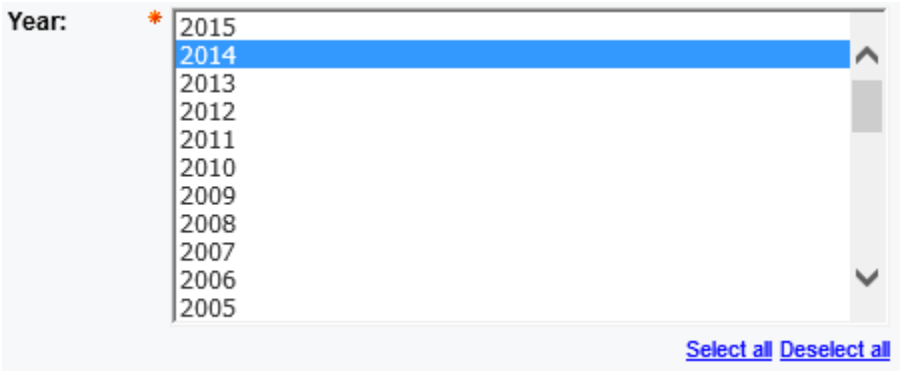
The prompt page looks like the following.


Australian National University
EXCEPTION REPORT - PROCESS QUALITY
Please select a value for each of the prompts below:
Year:
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
Select all Deselect all
Exception:
Case Manager HRMS-Comcare Consistency
Open/Reopned Claim Age
Incident Report Date Later than Comcare Receipt Date
Injury and Illness Incidents without a Person
Incident Status not updated After Completion of Screening
Note:
* Case Manager HRMS-Comcare Consistency: Checks whether case manager recorded in the HRMS is the same as the case manager recorded by Comcare.
* Open/Reopned Claim Age: Open/Reopened claims that have an age of greater than one year (from the year a claim was opened/reopened until current year).
* Incident Report Date Later than Comcare Receipt Date: Incident reported AFTER the claim application has been lodged with Comcare.
* Injury and Illness Incidents without a Person: Every injury and illness incident must have a person associated with the incident.
* Incident Status not updated After Completion of Screening: Incident records have not been updated after completion of screening by a case manager.
Cancel
< Back
Next >
Finish

6.2.1.1 Step 1: Selecting the Year

This is a compulsory step.

To run the report for just one year, *left click once* on the preferred year in the Year list box:

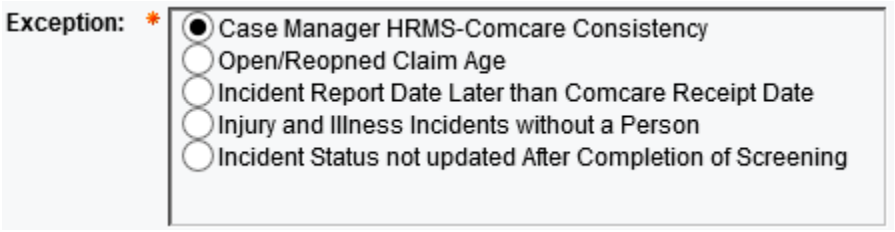


To run the report for more than one year, press *Ctrl* (PC) or *Command* (Mac) on your keyboard and then *left click once* on each of the preferred years. If you are selecting a consecutive number of years, press *Shift* on your keyboard and *left click once* on the starting year (ending year), then *left click once* on the ending year (starting year). You do not need to press *Ctrl* (PC), *Command* (Mac) or *Shift* while scrolling.

6.2.1.2 Step 2: Selecting the Exception Type

This is a compulsory step.

To select an exception type, *left click once* on one of the radio buttons or exception type titles.


Exception:
Case Manager HRMS-Comcare Consistency
Open/Reopned Claim Age
Incident Report Date Later than Comcare Receipt Date
Injury and Illness Incidents without a Person
Incident Status not updated After Completion of Screening

Each of the exception types is described below:

- *Case Manager HRMS-Comcare Consistency*: Checks whether case manager recorded in the HRMS is the same as the case manager recorded by Comcare.
- *Open/Reopened Claim Age*: Open/Reopened claims that have an age of greater than one year (from the year a claim was opened/reopened until current year).
- *Incident Report Date Later than Comcare Receipt Date*: Incident reported AFTER the claim application has been lodged with Comcare.
- *Injury and Illness Incidents without a Person*: Every injury and illness incident must have a person associated with the incident.

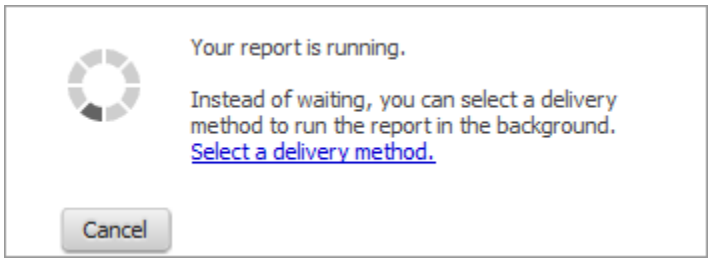
- *Incident Status not updated After Completion of Screening*: Incident records have not been updated after completion of screening by a case manager.

When all required options have been selected, you can *left click once* the Finish button at the bottom of the prompt page to run the report.

IMPORTANT: The Finish button

must be pressed before a report can be run. The Finish button will remain greyed out until all required prompts have valid values selected.

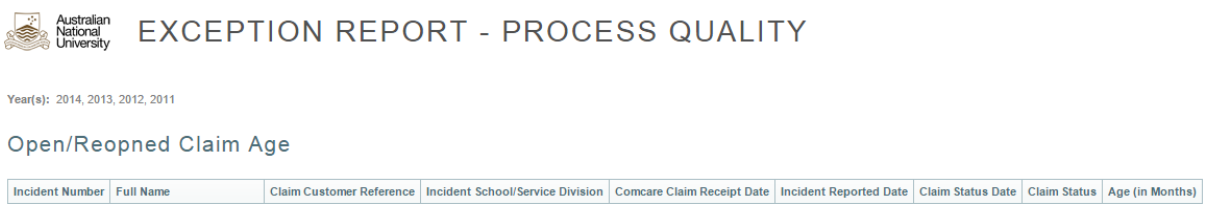
After clicking the Finish button, you may see a dialogue like this:


Your report is running.
Instead of waiting, you can select a delivery method to run the report in the background.
Select a delivery method.
Cancel

When ANU Insight has processed your report, the dialogue will disappear and the detail report will be displayed.

6.2.2 The Report Page

A detail report will look similar to the following:



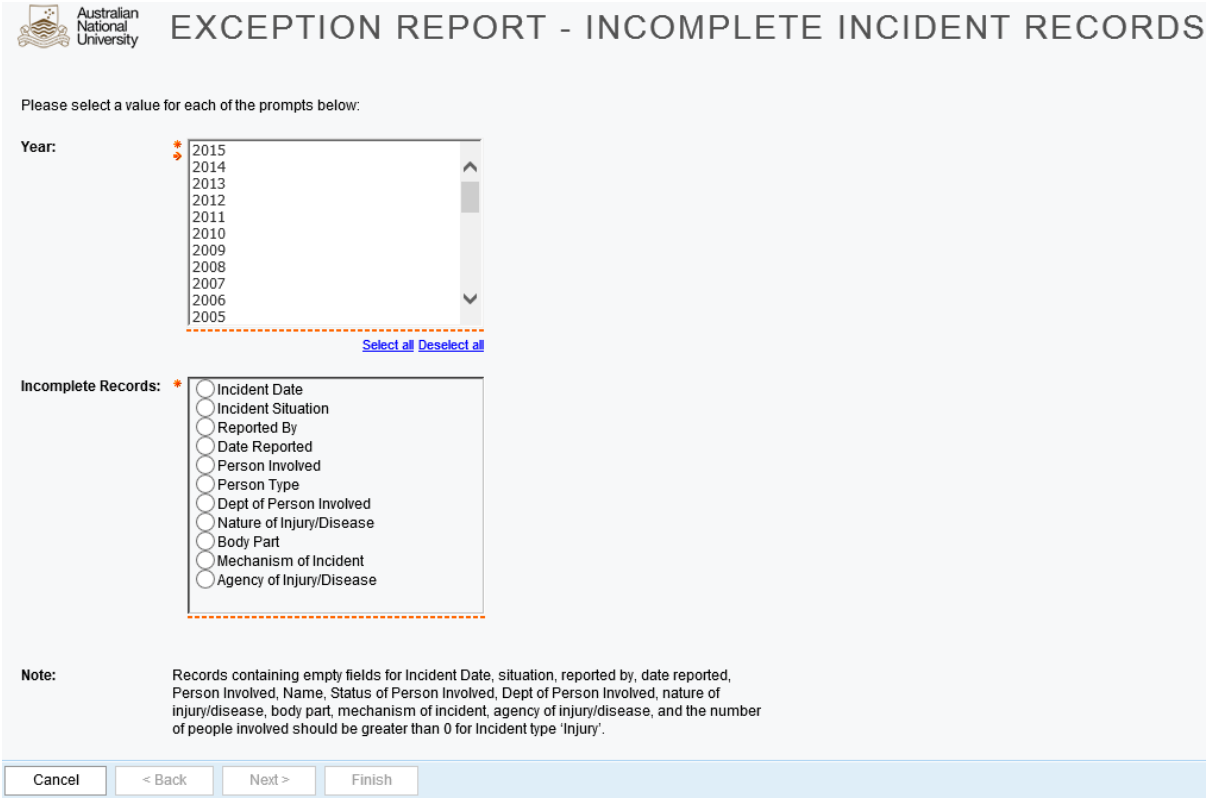
The detail report may have more than one page. You can use the same logic as you would for the summary report to navigate through the detail report. Moreover, due to the amount of information that a Comcare record could have, you may need to scroll horizontally to see all the data columns.

To run the same report again using different options, please see the *Running the Same Report with Different Options* (page 32).

6.3 Exception Report – Incomplete Incident Records

6.3.1 The Prompt Page

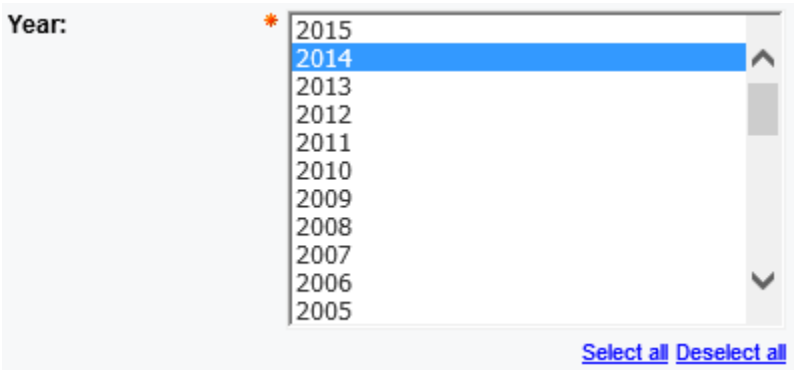
The prompt page looks like the following.



6.3.1.1 Step 1: Selecting the Year

This is a compulsory step.

To run the report for just one year, *left click once* on the preferred year in the Year list box:



To run the report for more than one year, press *Ctrl* (PC) or *Command* (Mac) on your keyboard and then *left click once* on each of the preferred years. If you are selecting a consecutive number of years, press *Shift* on your keyboard and *left click once* on the starting year (ending year), then *left click once* on the ending year (starting year). You do not need to press *Ctrl* (PC), *Command* (Mac) or *Shift* while scrolling.

6.3.1.2 Step 2: Selecting the Exception Type

This is a compulsory step.

To select an exception type, *left click once* on one of the radio buttons or exception type titles.

This exception report will list incident records containing empty fields for Incident Date, Incident Situation, Reported By, Date Reported, Person Involved, Person Type, Dept of Person Involved, Nature of Injury/Disease, Body Part, Mechanism of Incident, and Agency of Injury/Disease. Missing values in any of these fields may indicate issues in data entry and updating.

6.3.2 The Report Page

A detail report will look similar to the following:

The detail report may have more than one page. You can use the same logic as you would for the summary report to navigate through the detail report. Moreover, due to the amount of information that a Comcare record could have, you may need to scroll horizontally to see all the data columns.

To run the same report again using different options, please see the *Running the Same Report with Different Options* (page 32).

7 RUNNING THE DASHBOARD

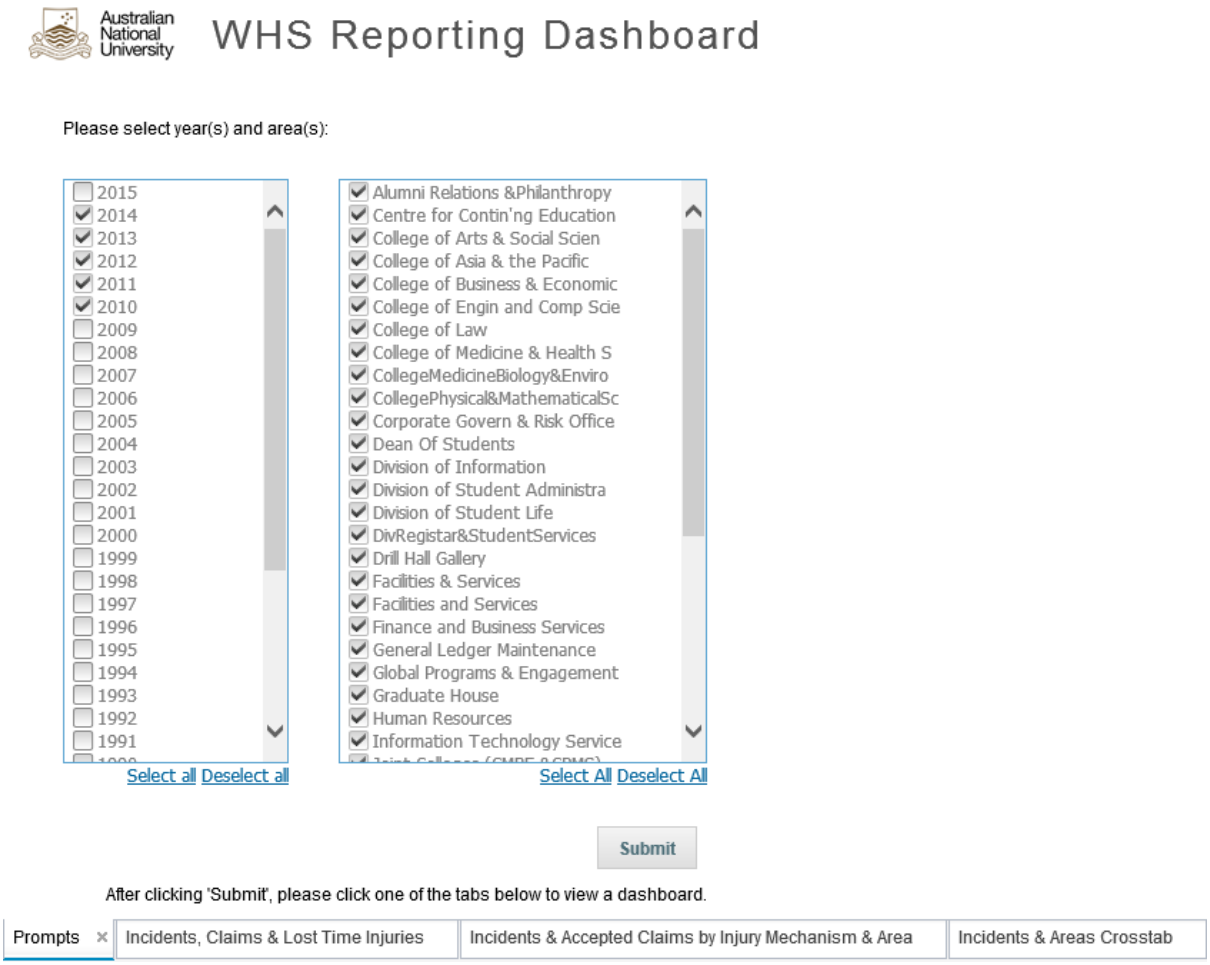
This section applies to the following reports:

- WHS Reporting Dashboard

For instructions for running other reports not found in the list above, please refer to *Running the Report: Part 1*, *Running the Report: Part 2* and *Running the Exception Reports*.

7.1 The Prompt Page

The WHS Dashboard prompt page will look like the following:



The dashboard needs both year and area information to run. Hence, you need to specify the year(s) and area(s) that you want to investigate on the prompt page by ticking relevant checkboxes. *Left click once* the 'Submit' button when the required options have been selected.

Hint: *Due to system limitation, you need to click one of the dashboard tabs at the bottom of the browser window after clicking the "Submit" button to navigate to a dashboard.*

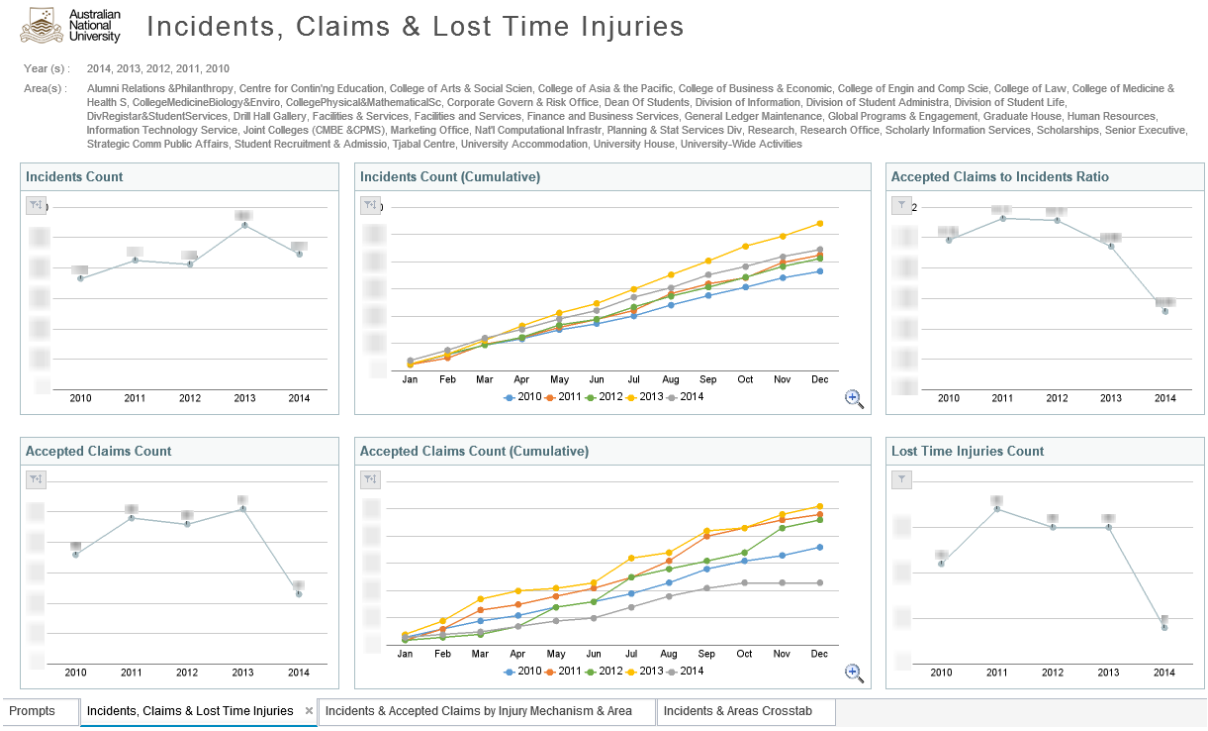
There are three graphical dashboards:

- Incidents, Claims & Lost Time Injuries
- Incidents & Accepted Claims by Injury Mechanism & Area

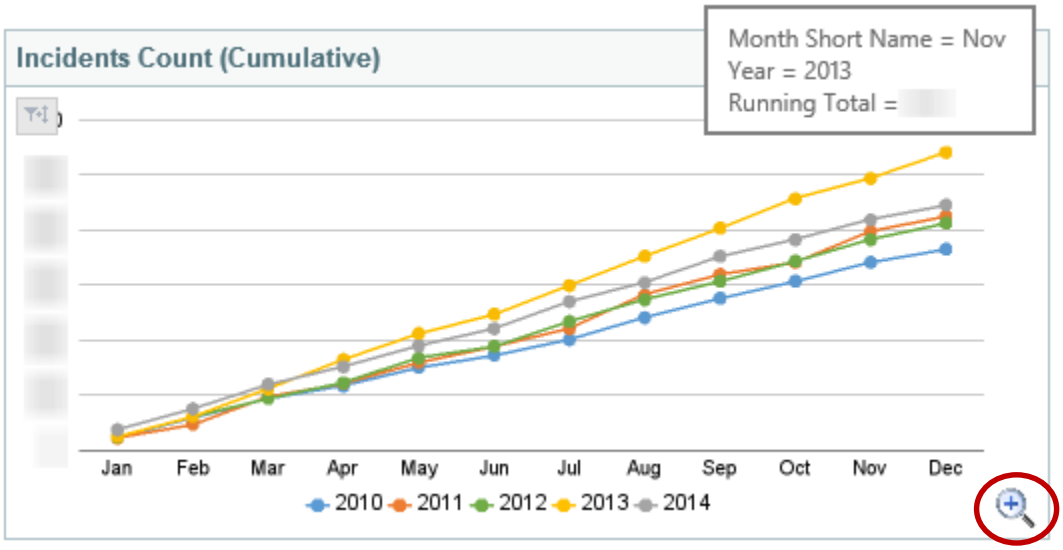
- Incidents & Areas Crosstab

7.2 The Incidents, Claims & Lost Time Injuries Dashboard

To navigate to this dashboard, *Left click once* the 'Incidents, Claims & Lost Time Injuries' tab at the bottom of the browser window. The dashboard will then be displayed:


Australian National University
Incidents, Claims & Lost Time Injuries
Year (s) : 2014, 2013, 2012, 2011, 2010
Area(s) : Alumni Relations &Philanthropy, Centre for Contin'ng Education, College of Arts & Social Scien, College of Asia & the Pacific, College of Business & Economic, College of Engin and Comp Scie, College of Law, College of Medicine & Health S, CollegeMedicineBiology&Enviro, CollegePhysical&MathematicalSc, Corporate Govern & Risk Office, Dean Of Students, Division of Information, Division of Student Administra, Division of Student Life, DivRegistar&StudentServices, Drill Hall Gallery, Facilities & Services, Facilities and Services, Finance and Business Services, General Ledger Maintenance, Global Programs & Engagement, Graduate House, Human Resources, Information Technology Service, Joint Colleges (CMBE &CPMS), Marketing Office, Nat'l Computational Infrastr, Planning & Stat Services Div, Research, Research Office, Scholarly Information Services, Scholarships, Senior Executive, Strategic Comm Public Affairs, Student Recruitment & Admissio, Tjabal Centre, University Accommodation, University House, University-Wide Activities
Incidents Count
Incidents Count (Cumulative)
Accepted Claims to Incidents Ratio
Accepted Claims Count
Accepted Claims Count (Cumulative)
Lost Time Injuries Count
2010 2011 2012 2013 2014
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
Prompts
Incidents, Claims & Lost Time Injuries
Incidents & Accepted Claims by Injury Mechanism & Area
Incidents & Areas Crosstab

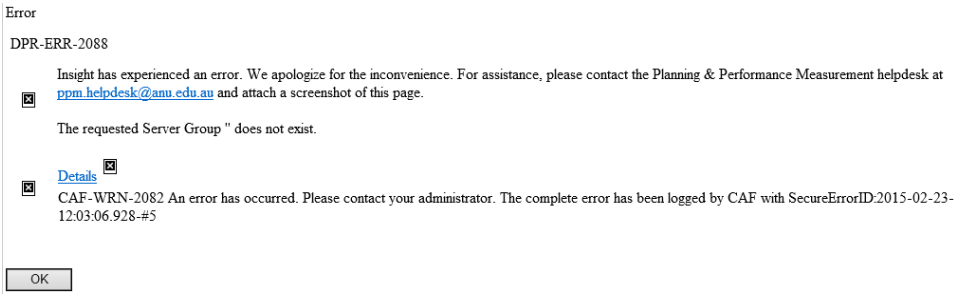
Hovering your mouse pointer over a data point will show detailed information:


Incidents Count (Cumulative)
Month Short Name = Nov
Year = 2013
Running Total =
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
2010 2011 2012 2013 2014

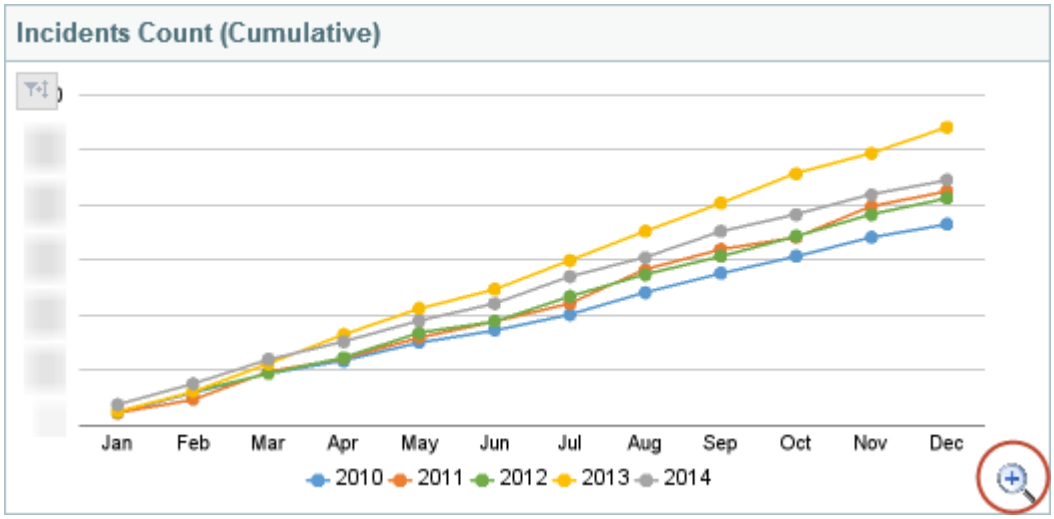
If a magnifier icon appears on the bottom right corner of a chart, when you click the icon you will be taken to a dedicated page with a larger chart and a crosstab containing summarised information and drill-through links.

Again, drilling through from summary reports to detail reports requires authorisation from the Human Resources Division. Your ability to drill through is determined and authorised by the Work Environment Group by considering the information you provide in your Access

Request Form. If you are not authorised to drill through, you will encounter an error message when a drill-through link is clicked (example shown below).


Error
DPR-ERR-2088
Insight has experienced an error. We apologize for the inconvenience. For assistance, please contact the Planning & Performance Measurement helpdesk at ppm.helpdesk@anu.edu.au and attach a screenshot of this page.
The requested Server Group " does not exist.
Details
CAF-WRN-2082 An error has occurred. Please contact your administrator. The complete error has been logged by CAF with SecureErrorID:2015-02-23-12:03:06.928-#5
OK

If you are authorised to drill through and you click the magnifier icon in the 'Incidents Count (Cumulative)' chart:



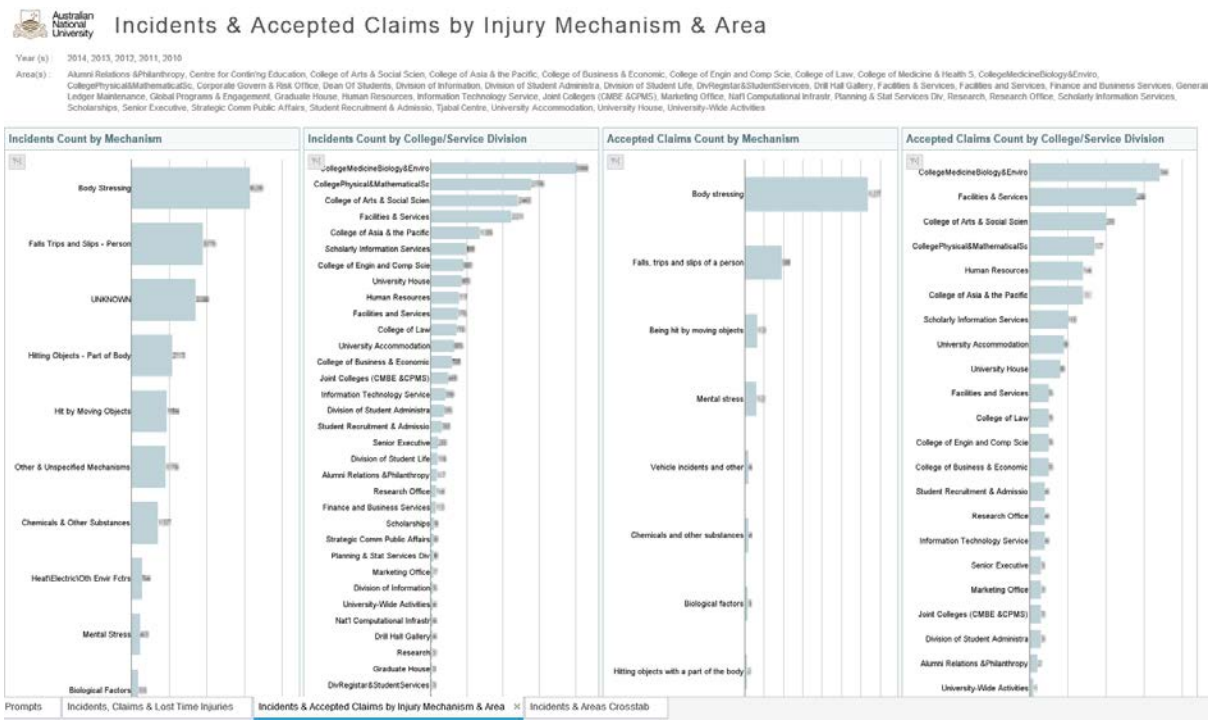
You will be shown a new page that looks like the following:

You can click the drill-through hyperlinks to reach the detail report. The detail report will be opened in a new window/tab. Please refer to previous sections on using the detail report.

7.3 The Incidents & Accepted Claims by Injury Mechanism & Area Dashboard

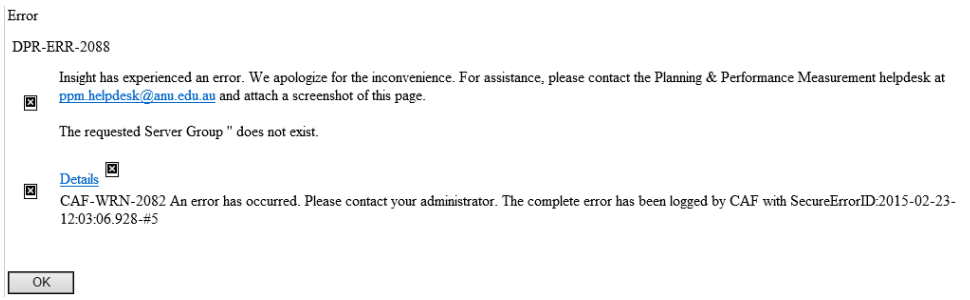
7.3.1 General Operations

To navigate to this dashboard, *Left click once* the 'Incidents & Accepted Claims by Injury Mechanism & Area' tab at the bottom of the browser window. The dashboard will then be displayed:

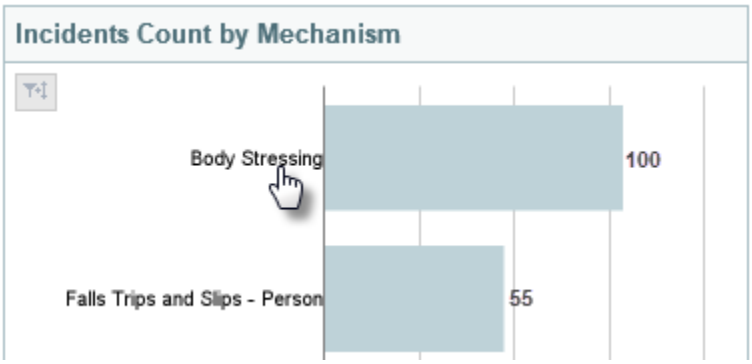

Incidents & Accepted Claims by Injury Mechanism & Area
Incidents Count by Mechanism
Incidents Count by College/Service Division
Accepted Claims Count by Mechanism
Accepted Claims Count by College/Service Division
Prompts
Incidents, Claims & Lost Time Injuries
Incidents & Accepted Claims by Injury Mechanism & Area
Incidents & Areas Crosstab

Some of the charts may show only a single bar. This is because your access level has been restricted to view information only relevant to your local area.

For any of the four charts, clicking on the vertical axis names will allow you to drill through to the detail report. Drilling through from summary reports to detail reports requires authorisation from the Human Resources Division. Your ability to drill through is determined and authorised by the Work Environment Group by considering the information you provide in your Access Request Form. If you are not authorised to drill through, you will encounter an error message when a drill-through link is clicked (example shown below).


Error
DPR-ERR-2088
Insight has experienced an error. We apologize for the inconvenience. For assistance, please contact the Planning & Performance Measurement helpdesk at ppm.helpdesk@anu.edu.au and attach a screenshot of this page.
The requested Server Group " does not exist.
Details
CAF-WRN-2082 An error has occurred. Please contact your administrator. The complete error has been logged by CAF with SecureErrorID:2015-02-23-12:03:06.928-#5
OK

For example, if you want to examine the incidents associated with body stressing in the years selected, *left click once* 'Body Stressing' on the vertical axis and the detail incident report will be opened in a new window/tab:



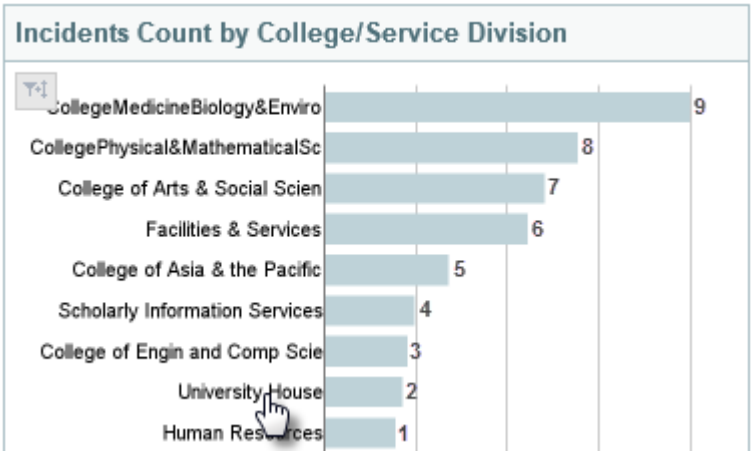
Note: Mock-up data used.

Similarly, you can *left click once* the name of an area in the 'Incidents by College/Service Division' chart to view all incidents related to that area in the selected years, or *left click once* Body Stressing in the Accepted Claims by Mechanism to view all accepted body stressing claims for the years and areas selected.

Please refer to previous sections on using the detail report.

7.3.2 Special Drill-Through: Incidents Count by College/Service Division Chart

The Incidents Count by College/Service Division chart allows you to drill through to a special detail report, given that you are authorised to perform drill-through actions. To drill through from this chart, *left click once* on the name of one of the areas on vertical axis:



Note: Mock-up data used.

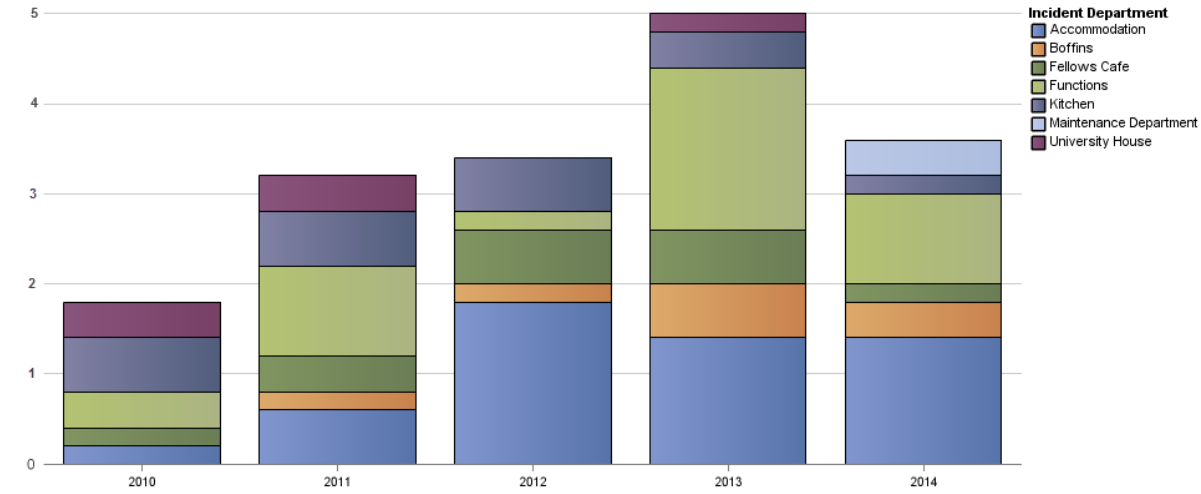
You will then be taken to a detail report that shows details by departments, which looks like the following:

Australian National University

INCIDENT DETAIL REPORT - DEPARTMENT FIGURES

Year	2014, 2013, 2012, 2011, 2010
College/Service Division	University House

Figure: Yearly Incident Count



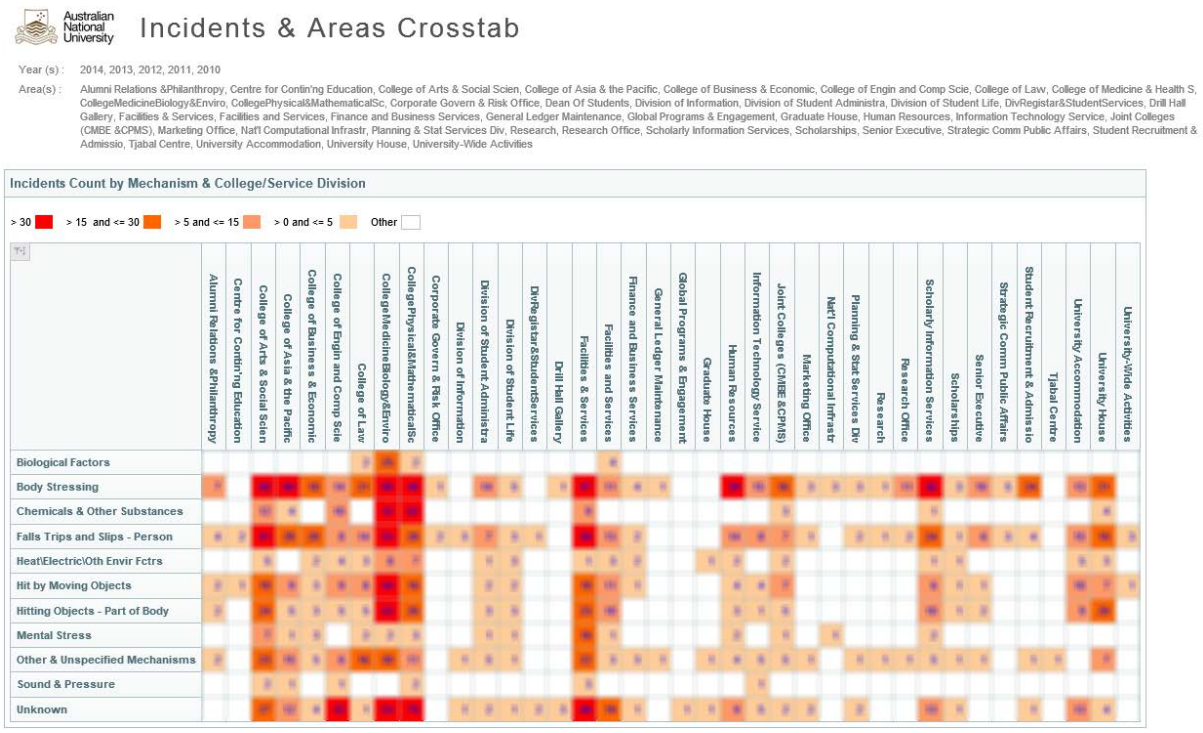
	2010	2011	2012	2013	2014
Accommodation	1	1	1	1	1
Boffins	1	1	1	1	1
Fellows Cafe	1	1	1	1	1
Functions	1	1	1	1	1
Kitchen	1	1	1	1	1
Maintenance Department	1	1	1	1	1
University House	1	1	1	1	1
Total	7	7	7	7	7

Note: Mock-up data used.

Because this detail report has more than one page, please use the navigation buttons at the lower left corner of you browser window to navigate through pages.

7.4 The Incidents & Areas Crosstab Dashboard

To navigate to this dashboard, *left click once* the 'Incidents & Areas Crosstab' tab at the bottom of the browser window. The dashboard will then be displayed like the following:


Australian National University
Incidents & Areas Crosstab
Year (s) : 2014, 2013, 2012, 2011, 2010
Area(s) : Alumni Relations &Philanthropy, Centre for Contin'ng Education, College of Arts & Social Scien, College of Asia & the Pacific, College of Business & Economic, College of Engin and Comp Scie, College of Law, College of Medicine & Health S, CollegeMedicineBiology&Enviro, CollegePhysical&MathematicalSc, Corporate Govern & Risk Office, Dean Of Students, Division of Information, Division of Student Administra, Division of Student Life, DivRegistar&StudentServices, Drill Hall Gallery, Facilities & Services, Facilities and Services, Finance and Business Services, General Ledger Maintenance, Global Programs & Engagement, Graduate House, Human Resources, Information Technology Service, Joint Colleges (CMBE &CPMS), Marketing Office, Nat'l Computational Infrastr, Planning & Stat Services Div, Research, Research Office, Scholarly Information Services, Scholarships, Senior Executive, Strategic Comm Public Affairs, Student Recruitment & Admissio, Tjabal Centre, University Accommodation, University House, University-Wide Activities
Incidents Count by Mechanism & College/Service Division
> 30
> 15 and <= 30
> 5 and <= 15
> 0 and <= 5
Other
Alumni Relations &Philanthropy
Centre for Contin'ng Education
College of Arts & Social Scien
College of Asia & the Pacific
College of Business & Economic
College of Engin and Comp Scie
College of Law
CollegeMedicineBiology&Enviro
CollegePhysical&MathematicalSc
Corporate Govern & Risk Office
Division of Information
Division of Student Administra
Division of Student Life
DivRegistar&StudentServices
Drill Hall Gallery
Facilities & Services
Facilities and Services
Finance and Business Services
General Ledger Maintenance
Global Programs & Engagement
Graduate House
Human Resources
Information Technology Service
Joint Colleges (CMBE &CPMS)
Marketing Office
Nat'l Computational Infrastr
Planning & Stat Services Div
Research
Research Office
Scholarly Information Services
Scholarships
Senior Executive
Strategic Comm Public Affairs
Student Recruitment & Admissio
Tjabal Centre
University Accommodation
University House
University-Wide Activities
Biological Factors
Body Stressing
Chemicals & Other Substances
Falls Trips and Slips - Person
Heat\Electric\Oth Envir Fctrs
Hit by Moving Objects
Hitting Objects - Part of Body
Mental Stress
Other & Unspecified Mechanisms
Sound & Pressure
Unknown

If your access level has been restricted to view information only relevant to your own area, you will see only one column in this chart.

The chart displays the number of incidents by mechanism of injury and college/service division. The chart is a heat map by design, meaning that the higher the number of incidents in an area for a specific type of incident for the years selected, the darker the red will be. This design enables the users to identify areas that may require attentions quickly.

The chart contains drill-through hyperlinks. When clicked, you will be taken to a special detail incident report in a new windows/tab. Please refer to Section 7.3.2 for using this special detail report.

7.5 Applying Different Criteria to the Dashboard

To apply different criteria to the dashboard, such as different years and areas, *left click once* the 'Prompts' tab at the bottom of the browser window and you will be taken to the prompt page to specify your new criteria.

Please click the 'Submit' button when finished specifying new report criteria, and then click one of the dashboard tabs to view the updated diagrams.

8 RUNNING THE SAME REPORT WITH DIFFERENT OPTIONS

To run the same report but with different options, *left click once* the ▶ button at the upper right corner of your browser window when you are in a summary report:

You will be taken back to the prompt page on which you can specify a different combination of options.

9 ADDITIONAL FUNCTIONALITIES

9.1 Additional Functionalities for Dashboards

Once the dashboard is run, you can print any tab of the dashboard and export tables or figures.

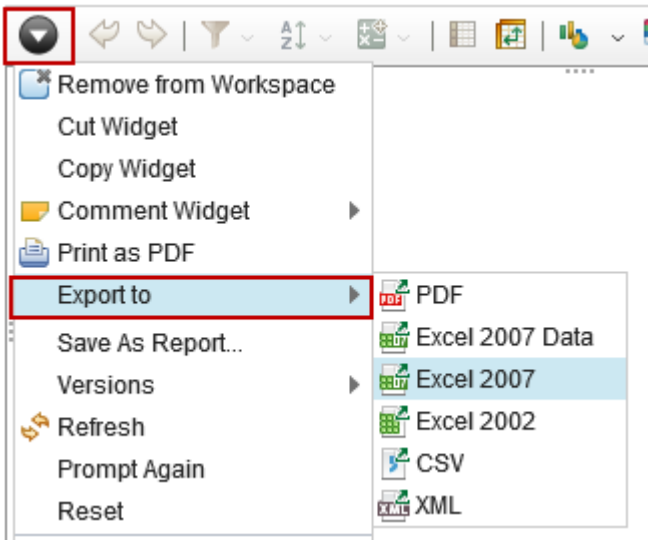
9.1.1 Printing the Dashboard

To print a dashboard tab, press the printer icon at the top of the browser window and follow the instructions:

9.1.2 Exporting Tables and Figures

To export tables and figures in the dashboard to PDF or Excel files, *left click once* on the table or figure that you want to export. A menu will appear on top of the table or figure:

Left click once the leftmost icon on the menu and select “Export to”:



- To export the table or figure to a PDF file, select the “PDF” option.
- To export the table of figure to an Excel file, select the “Excel 2007” option. “Excel 2002” option can also be selected for compatibility reasons.
- To export the underlying data supporting the table of figure, select the “CSV” option.

***Note**: Tables and figures cannot be exported using the “Excel 2007 Data” option. If you do so an error message will occur.*

9.2 Additional Functionalities for Reports

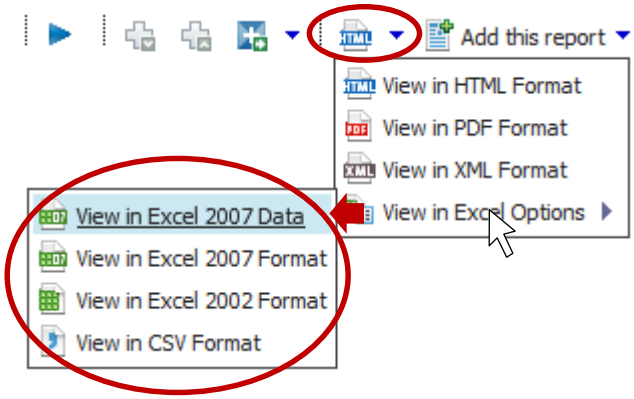
Once a report is generated, you can Save, Print, Send or Annotate (change) the Report.

- If you wish to Save, Print or Send the report, it is best to re-run the report in PDF format.
- If you wish to change the Report or use part of the report information, it is best to re-run the report in Excel Format.
- To run the report into other output formats like PDF or Excel you will need to access the *Report Output* button which can be found on the Report Action Menu:

The 'Report Output' button will look like by default but will change to show a PDF or Excel icon depending on the format chosen.

The 'Report Output' button allows report users to change the output format of the report. If you *left click once* on the down-facing arrow next to the report action button the output format choice menu will appear.

The report can be run in HTML, PDF, XML or Excel. On most computers, there will be four alternative Excel output formats.


Add this report
View in HTML Format
View in PDF Format
View in XML Format
View in Excel Options
View in Excel 2007 Data
View in Excel 2007 Format
View in Excel 2002 Format
View in CSV Format

- PDF is the preferred output format for email, distribution, saving and printing. Once the report has been generated as a PDF it is pre-formatted for printing, pagination is handled correctly and it can be distributed without risk of numbers being easily over-written.
- Excel is the best format if a user wants to make notes or incorporate additional data. There are four options to choose from explained below:

Excel 2007 Data	Choose this option if you want a data-only, no-formatting report.
Excel 2007 Format	Choose this option if you want to retain the formatting of the report.
Excel 2002	Choose this option if you have an older version of Microsoft Excel.
View in CSV Format	Choose this option if you want a data-only, no-formatting report in comma-separated format.

10 TERMS AND DEFINITIONS

Terms	Definitions
Accepted Claims Frequency Rate	The number of accepted claims for each one million hours worked, calculated as *(Total Accepted Claims / (1820 x Number of Full-Time Equivalent Employees)) x 1,000,000*.
Accepted Claims Rate (incidence rate for accepted claims)	The number of accepted claims for each one hundred workers employed in a given period (usually a year), calculated as *(Total Accepted Claims / Number of Full-Time Equivalent Employees) x 100*.
Full-Time Equivalent (FTE) Employees	Number of FTE employees in a given period, usually a calendar year or a financial year. A full-time equivalence of 1 is the unit assigned to a member of staff working on a full-time basis for a full year.
Incidence Rate (Incidents)	The number of incidents for each one hundred workers employed in a given period (usually a year), calculated as *(Total Incidents / Number of Full-Time Equivalent Employees) x 100*.
Incident Frequency Rate	The number of incidents for each one million hours worked in a period (usually a year), calculated as *(Total Incidents / (1820 x Number of Full-Time Equivalent Employees)) x 1,000,000*.
Lost Time Injury (LTI)	The number of accepted workers' compensation claims with lost time equal to or greater than one day in a given period.
Lost Time in Days	The total number of workdays lost for accepted claims in a given period at the time of the report. This is a proxy measure, calculated as *Total Weeks of Incapacity Paid x 5*. "Total Weeks of Incapacity Paid" concerns the total incapacity recorded against the claim. This field is the sum of all periods of incapacity to date. The calculation is based on standard hours worked and is expressed in decimal weeks.
Lost Time Injury Frequency Rate (LTIFR)	The number of LTI for each one million hours worked in a given year, calculated as *(Total LTI / (1820 x Number of Full-Time Equivalent Employees)) x 1,000,000*.
Lost Time Injury Incidence Rate (LTIIR)	The number of LTI for each one hundred workers employed in a given period (usually a year), calculated as *(Total LTI / Number of Full-Time Equivalent Employees) x 100*.